
ABC Housing Co-operative

Job Description - Board President and Vice President

The president unites the community by leading the board of directors, committees, members and staff to work together for the co-op's goal—well-maintained, affordable housing and a strong community that values diversity.

The president and vice-president work together as a team to carry out the president's responsibilities. They are usually signing officers. They decide together how to share the responsibilities. They review their responsibilities regularly to see that they are following the priorities set by the board and members. Sharing the work will keep the job of president from becoming too difficult. Here is a list of regular responsibilities.

Education

The president and vice-president:

1. see that education for the board, staff, committees, and general members is a top priority in the plan for each year,
2. meet with any new directors to bring them up to date and discuss their responsibilities,
3. explain rules, policies, and board decisions to members in terms that everyone can understand.

Meetings

The president and vice-president:

- work with the staff and the corporate secretary to set the agenda for meetings,
- see that directors and members receive early information on all agenda items,
- make sure that there is a report on the board's activities at all general meetings,
- lead a review of the board's performance before the election and share this evaluation with the new board.

Representation

The president and vice-president ensure that a director represents the co-op to neighbourhood organizations.

Effective date May 15, 2025
