Fort Sackville Foundation
President—Volunteer Job Description

The President of the Fort Sackville Foundation shall:

- be a member of the FSF.
- report to the FSF Board of Directors (BOD).
- chair all meetings of the BOD and the Executive Committee. *
- provide information/content to the Corporate Secretary for distribution to members.
- establish agendas for BOD and Executive Committee Meetings.
- ensure critical correspondence is responded to in a timely manner.
- in collaboration with the Vice President, Corporate Secretary and Treasurer, develop an annual calendar of events for the FSF, including meeting dates for BOD and Executive, general meetings and the annual general meeting.
- in collaboration with the Vice President, Corporate Secretary and Treasurer, complete all required documentation for grants for special projects and for summer students.
- in collaboration with the Executive Committee, when appropriate, select the volunteer to be nominated for available awards i.e. the Bedford Volunteer of the Year award, ANSM Awards, and CNSA awards.
- ensure that the FSF By-Laws and policies are implemented.
- make suggestions to the BOD for policy development and review when appropriate.
- implement all Board decisions.
- maintain communication and consult with the Executive Committee* to ensure progress on goals of the FSF.
- communicate with Heritage Coordinator for HRM and other municipal staff on matters pertaining to Scott Manor House and its grounds.
- attend or send a designate to the Central Regional Heritage Group meetings, whenever possible.
- communicate with local politicians at all three levels of representation on matters of importance to FSF.
- provide an annual report to the membership at the Annual General Meeting.
- assist with special events and programs, as required.
- prepare an estimate of expenses for annual budget deliberations.

* Executive Committee refers to the FSF Executive Officers (President, Vice President, Treasurer, and Corporate Secretary) plus the Committee Coordinators.