

PHRF NW President - Job Expectation

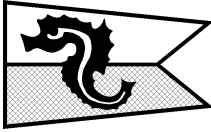
Organization: Pacific Handicap Racing Fleet of the Northwest

Administrator: Board of Directors **Date of Adoption:** 013116

Adopted By: Board of Directors **Date of Revision:**

Reports to: Board of Directors

- The President is the general active manager of the business of the corporation and is the public face of the organization.
- Voting member of the Board of Directors.
- Ensure the effective action of the Board in governing and supporting the organization/oversight of Board affairs.
- Ensure the Organization complies with applicable laws and PHRF bylaws.
- Chair the Executive Committee which is made up of the Officers of the Corporation and Business Manager. The Committee is authorized to meet as needed, or to conduct its business by telephone conference call, or via electronic mail as per statutes. The President is authorized to call a meeting of the Executive Committee.
- Preside at all meetings of the Board and the General Membership.
- Ensure an agenda is published for Board meetings. This may involve periodic meetings with committee chairpersons and the Executive Committee to draft annual and meeting agendas and reporting schedules.
- May create Committees
- Seek volunteers for committees and coordinate individual Board member assignments.
- Delegate specific duties to the Executive Committee, Board members, Business Manager and/or committees as appropriate; however, the accountability for them remains with the President.
- Ensure the Board of Directors and its members are aware of and fulfill their governance responsibilities and are accountable for their performance.
- Ensure a Business Manager is in place. Establish and lead a search and selection committee to fill this role should the position be vacant.
- Primary liaison between the Board and the Business Manager.



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- Execute contractual agreement with the Business Manager; meet periodically with the Business Manager; ensure periodic performance reviews of the Business Manager are conducted.
- Convene Executive Committee discussions on evaluating the Business Manager and negotiating compensation and benefits package.
- Act as Signing Officer for the Corporation. In this capacity, the President may be authorized or required to sign or countersign drafts, and to sign and deliver, in the name of the Corporation, deeds, mortgages, bonds, contracts or other instruments pertaining to the business of the Corporation, except in cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the Bylaws of the Corporation.
- Ensure the organization maintains positive and productive relationships with members, media, donors, and other organizations. In this capacity, the President serves as primary spokesperson for the organization.