



Muir Lake Community League

Job Description – President

Position Title	MLCL Executive Officer (voting position)
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No experience required

Instructions for President

- Provide leadership to the Board of Directors; chairs meetings of the Board;
- Keep Boards discussion on topic by summarizing issues;
- Acts as signing authority, with another Executive for cheques and other documents;

Yearly Duties

- Audits and file annual return
- Fire Inspection
- Food Handling Permit – AHS
- Insurance – Parkland County – Letter of Agreement- August (Procedure C-AD36-P1)
- Insurance-Chubb – Short form application – Crime Coverage
- Insurance – RMA – Mandatory Coverage
- AGM – Annal Return
- Playground formal inspection

Grants

- Operating Grant Funding
- Covid Grant Funding
- Any other applicable grants

PAST PRESIDENT

- Non-elected position.
- Prior President remains a member of the Executive following his/her presidential term as their continued involvement provides continuity
- Serves as a resource for the President.

Perks for President

- Free MLCL membership for the following year.
- One Free rental on a Sunday (Not June/July/August), or a weekday in the summer.
- Board members will not pay fundraising fee on Kid's sports
- Get one free ticket on an event during the year (excluding MLCL BINGOs).