

**The Role of the President**

President shall:

* Call and preside at all meetings
* Receive and file all correspondence
* Act as spokesperson for WFC
* Operate the club email to respond to inquiries from the public
* Have the authority to inquire into any matter pertaining to the affairs of WFC and ask any representative to attend a meeting
* Be an ex-officio member of any committee authorized by WFC
* Delegate tasks
* Co-sign cheques with Treasurer
* Provide an agenda for all executive meetings
* Submit budget proposals to the Treasurer of WFC by December 1
* Coordinate communications with the municipality of Walkerton
* Book field usage with parks and recreation
* Coordinate communications with EMSA, OSA, Soccer Canada, and SWRSA

\*\*\*In the event that the President is unable to attend a meeting, the secretary will complete the above duties. In the absence of a President, the secretary will fulfill the above duties to the best of their ability until a new President is appointed.