



**judo  
alberta**  
THE ALBERTA KODOKAN BLACK BELT ASSOCIATION

Judo Alberta – The Alberta Kodokan Black Belt Association  
11759 Groat Road NW  
Edmonton, Alberta, Canada T5M 3K6  
Office: (780) 427-8379  
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[www.judoalberta.com](http://www.judoalberta.com)

## POSITION DESCRIPTION

**POSITION TITLE:      PRESIDENT**

### PRIMARY FUNCTION

1. As a member of the Executive, determines the direction of present and future programs through a constant review of program objectives, results, and accomplishments.
2. As an elected member of Judo Alberta, represents the membership in meeting the first primary function.
3. Provides leadership for Judo Alberta.

### GENERAL RESPONSIBILITIES AND DUTIES

1. Attends and chairs Executive meetings, usually held from 4 to 5 times a year. Prepares agenda for the meeting.
2. Attend and chair Annual General Meeting.
3. Presents a report on accomplishments of the Association for the year. Written and signed copy of report is to be given to Secretary to be included in minutes of the meeting.
4. Attends and chairs Planning Meeting, usually held in August, for the purpose of determining the next year's objectives, programs, and budget.
5. Signs all policies and resolutions of the Association.
6. Attends any Committee meeting if desire, or if requested, as per Judo Alberta by-laws.
7. Call and chair special meetings of Committees of Directors as required.
8. Supervise employees of the Association.

### INTERNAL CONTACTS AND RELATIONSHIPS

1. As a member of the Executive Committee, attends Executive meetings and has a vote on Executive motions.
2. As a Director of Judo Alberta, attends Planning meeting and has a vote on Directors' motions.
3. This position is elected by the voting members at the Annual General Meeting. The position is for two years. If the executive member resigns before the term is over the Executive Committee may appoint a replacement for the remainder of the term.
4. Provides liaison between members, committees, and Executive Committee.





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#### EXTERNAL CONTACTS AND RELATIONSHIPS

1. Provides liaison with external funding agencies.
2. Participates in Judo Canada Annual General Meeting.
3. Gives provincial input to the national organization.

#### AUTHORITY AND EXPENDITURE LIMITS

1. Makes decisions as a member of the Executive or as a member of the Directors. Does not make unilateral decisions involving the rest of Judo Alberta.
2. Spending on Executive matters limited to travel to and from meetings, expenses when attending meetings, stationary, postage, phone calls. All other expenses to be approved before hand.

#### KNOWLEDGE AND QUALIFICATIONS FOR POSITION

1. Knowledge of the sport of Judo.
2. Knowledge of basic rules of order in conducting a meeting.
3. Must be a current member of Judo Alberta.
4. Must be willing to serve the two year term.
5. Must be willing to serve one two year term as Past President, once elected term is over.
6. Leadership qualities required.
7. Must be willing to travel to meetings around Alberta.
8. Must be willing to travel to Judo Canada meetings as required.

