

# **The Vancouver Life Drawing Society dba Basic Inquiry**

## **President Job Description**

(May 2, 2023)

### **Constitutional Responsibilities**

- Be familiar with the wording of the Society's Constitution & Bylaws and how they affect the governance of the Board and Society.
- Promote the society as an artists' organization for the study of figurative art.
- Ensure all programs at Basic Inquiry are consistent with the Constitution.

### **Administrative Responsibilities:**

Organize and chair monthly Board meetings and the annual AGM. Vote on motions and resolutions in these meetings.

### *Other duties:*

- Work with the Secretary to prepare, review and approve the agendas, notices and minutes,
- Work with the Treasurer as co-signer on the Society's banking accounts and assist in managing said accounts as required.
- Ensure all Board members have the resources needed to carry out their specific duties and delegate responsibilities as required,
- Assist and direct in the recruitment of volunteers and ensure they are adequately trained and/or apprised of their duties.
- Participate in drawing sessions to represent board decisions, solicit artists' input and identify studio issues that may require board consideration.
- Oversee or create Society communications with and beyond membership on initiatives and programmes being undertaken and/or coordinated by the Board such as Board meeting minutes, the President's Annual Report (delivered at every AGM), fundraising solicitations, and other important announcements

### **Delegation of Duties**

The Vice President assumes these duties when the President is unavailable and shares in carrying out all such duties with the President during their period in office.

### **Training**

Is proficient in Google Drive to access and contribute to the Board's shared repository of digital documents, materials, records, and data.