

CIM Maritime Branch Outline of Responsibilities

Branch President

The role of the Branch President is to provide leadership and guidance that supports the achievement of the organization's mission, vision, and value statement. The President represents the organization as a spokesperson and reports to the CIM Maritime Branch Board of Directors. The responsibilities of the President include:

1. Chairs all meetings of the Maritime Branch Board of Directors and other meetings as required.
2. Supervises and manages the performance of all Maritime Branch board directors.
3. Serves as an ex-officio member of all Maritime Branch committees.
4. Oversees the directors to ensure decisions of the Branch Board are carried out by directors.
5. Convenes and chairs Special Meetings as the need arises.
6. Coordinates the development of the Strategic Plan, the annual business plan and budget in cooperation with the Maritime Branch Board of Directors.
7. Collaborates with directors to develop inclusive Board committees.
8. Facilitates quality decision making.
9. Encourages reasonable Board Member and Committee performance expectations including timely reporting established for individual director portfolios.
10. Communicates regularly with Maritime Branch Board.
11. Acts as a signing officer for contracts, agreements and financial documents.
12. Proactively seeks to develop current and potential board members in a manner that ensures inclusiveness, continuity and the effectiveness of the Maritime Branch Board.
13. Positively promotes supports and encourages involvement of all members.
14. Encourages all directors to deliver proposed portfolio plans for the forthcoming fiscal year to the Maritime Branch board at least 30 days in advance of the AGM.
15. Prepares and presents the overall annual business operations plan to the Maritime Branch Board within 60 days of the AGM.
16. Responds to emails and other communications within 48 hours of receipt.
17. Advises the Maritime Branch Board of absences and provides a redirection contact for urgent matters, while cultivating and building relationships with CIM membership, directors and external organizations to create effective partnerships and efficiencies.

Preferred Qualifications

1. A minimum of one year portfolio responsibility experience at the CIM branch board level.
2. Strong influencing and negotiating skills to present alternatives, resolve conflicts and minimize high-risk situations with the ability to quickly establish credibility.
3. Superior time management and organizational skills to manage competing priorities and remain calm under pressure.
4. Excellent communication, presentation, interpersonal and relationship-building skills.
5. Sincere commitment to work collaboratively with all constituent groups, including staff, other board members (national and branch), and other supporters.