**President**

**ROLE:**

The President presides over the Board of Directors’ Meetings and the AGM; guides and directs the development of policy; is the official representative of the Alumnae Theatre Company; and provides leadership for all of its activities.

**DUTIES of the President include:**

1. Chairs all Alumnae Theatre Company Board of Directors’ Meetings;
2. Chairs the Annual General Meeting and other meetings as required;
3. Acts as a signing officer of the Alumnae Theatre Company;
4. With the assistance of the Board Secretary, prepares Board Meeting Agendas;
5. With the assistance of the Board Secretary, prepares any necessary Alumnae Theatre Company correspondence, external or internal;
6. Acts as tie-breaker in the event of a deadlock experienced by the Board of Directors;
7. Represents the Alumnae Theatre Company at official functions, and acts as liaison to the community at large and to the Toronto theatre community;
8. Provides advice and direction to the Board of Directors and resolves interpersonal and business dilemmas which cannot be solved by the appropriate VP or Treasurer;
9. Acts as spokesperson for the Alumnae Theatre Company;
10. Acts as a resource for Board Members, Committee Chairs, and the membership in general;
11. Works with the VP Membership in planning Membership Meeting Agendas and events;
12. Takes a turn checking and answering the Alumnae Theatre voice mail.