

SCIJ President

Job Description: June 2014

Monthly time requirement: 25-30 hours, deadline sensitive

Job Description

The President is the highest elected official of the Ski Club of International Journalists (SCIJ). The post is key on the International Committee and within SCIJ. Responsible for ensuring SCIJ members know all relevant developments within the Association and that IC members fulfill their governance responsibilities. The position requires energy and sustained commitment. It is demanding and requires attention to detail. It is best suited for a person with leadership skills, good communication and organizational acumen, and a visionary with hands-on experience. It is unsuitable for an individual who may have other significant demands on his or her time or is absent for substantial periods.

Duties and responsibilities

Protects the reputation and carries out the mission, values and spirit of SCIJ with all member nations

In conjunction with the Executive Committee (EC) and International Committee (IC) sets the vision and the strategy for SCIJ

Encourages the recruitment and renewal of new member countries and participants

Ensures that the SCIJ rules and statutes are enforced

Works with national teams to encourage the organization of winter and summer meetings

Presides all meetings of SCIJ and the IC, where present

Presides over the Annual General Assembly

In consultation with the IC, prepare the agenda for the meetings.

In conjunction with the EC and the IC, sets the objectives and goals for the IC and communicates them to SCIJ members.

Reports annually, on behalf of the IC, about the activities of SCIJ and of its committees, joint committees and other initiatives

Manages governance of the Association, in ensuring SCIJ rules and statutes are enacted upon

Carries out the inspections and reports on the delivery of the annual SCIJ meeting in collaboration with the Organizing Committee

Coordinates work and collaboration within the IC

Maintains relations with other industry associations and organizations promoting to the positive effect of SCIJ

Calls for nominations for vacancies on the IC

Recruits SCIJ member volunteers as required to support activities as required

Regularly monitors the pulse of SCIJ teams and encourages the IC to take action where required

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In conjunction with the SG, Manages accesses and passwords to SCIJ Social media properties and storage, banking and other relevant material and archives all relevant information in a master SCIJ file.