

**President Position Description**  
**Oak Ridges Trail Association**  
**January 2024**

The Oak Ridges Trail Association (ORTA) is a volunteer-based charitable hiking organization with a mandate to build and maintain a public hiking trail system on the Oak Ridges Moraine, off-road where possible. Additionally, our mandate charges us with the responsibility of protecting the integrity of the moraine through trail development, maintenance, and increased awareness.

The Oak Ridges Trail stretches along the Oak Ridges Moraine from Albion Hills in the west to the Northumberland Forest in the east.

Are hiking and outdoor activities along the Oak Ridges moraine important to you? Do you have leadership experience? Do you want to contribute and volunteer in the President role?

**Specific Responsibilities:**

1. Chair Board and annual general member meetings in an effective and efficient manner (bi-monthly Board meetings, monthly Executive Committee meetings and AGM)
2. Create purposeful agendas in collaboration with the executive committee
3. Serve as the main contact for Board matters
4. Set goals and objectives with the Board and ensure they are met
5. Effectively bring out the best in others to move the Association forward throughout their term
6. Be an ambassador for the Association by working with the communities along the moraine
7. Actively recruit to fill Board vacancies and mentor new Board members
8. Ensure the Association is running smoothly and keeps the Board informed
9. Provide updates to the membership through the quarterly newsletters and annual general meetings

**Qualifications:**

1. Previous experience and successes in a leadership role
2. Experience actively leading an organization/employer or volunteer organization forward with their goals/mission.
3. Excellent organizational, speaking in public and communication skills
4. Experience effectively chairing productive and engaging meetings
5. Previous experience with volunteer organizations is an asset
6. An ORTA member in good standing
7. Must be an enthusiastic individual who is familiar with the Oak Ridges Trail

**Time Commitment:**

One-year term with an opportunity for renewal and approximately eight to ten hours per month. If required, Board and Executive Committee meetings can be held virtually, while the annual general meeting will be held in person.

**Application process**

ORTA needs to find the right leader to move the Association forward. Please send an introductory email to [Wilma Millage, Past President](mailto:past-pres@oakridgestrail.org) at [past-pres@oakridgestrail.org](mailto:past-pres@oakridgestrail.org) by March 31, 2024. In this email, please provide 1) why you are interested in this role; and, 2) a short response to each of the qualifications noted above.