



CARS President role description

The CARS President is elected annually by the CARS board of Directors and is responsible for the following:

- General supervision of the activities of the association.
- Maintain relationships with ASN and/or FIA.
- Such duties as may be assigned to him by the board of directors from time to time.
- Conduct all executive, board, ordinary and extraordinary general meetings.
- May serve ex officio on all committees.
- Oversee the CARS office and the office manager.
- Has signing authority for all CARS cheques.
- Oversee the operating and commercial budgets.
- Oversee finances.
- Work with book keeper and accountant.
- Ensure AGM and awards luncheon are planned.
- Respond to questions directed to CARS.
- Represent the association in any meetings, in all situations.
- Establish annual and long-range planning priorities, goals and objectives.
- Create agendas and chairs all board meetings.
- Create documents to support CARS board policy and decisions.
- Oversee or handle most correspondence response for the CARS office.
- Design/prepare or verify CARS forms.
- Oversee all CARS committees.
- Oversee the Office Manager, National Series Manager, Technical Director, National Scrutineer, Scorer, and all other CARS personnel/committees/volunteers.
- Monitor activities of the member clubs and, in particular, all national championship level events.
- Lead development of sponsorships, contingencies and programs for CARS.
- Ensure the CARS database and website are maintained in a timely manner.
- Ensure communications are sent out on a regular basis.
- Be directly involved in the creation of all CARS contracts or agreements.
- Maintain relationships with ARA and NASA-RS.
- Ensure maintenance of CARS records.
- Ensure that all CARS documents and announcements are done in both languages.
- Oversee the maintenance of the CRC Speed Factor database.

The president can delegate any of the above actions to CARS board members.