

GREEN PARTY OF NOVA SCOTIA



Volunteer Role Description

Job title: Co-President

Division/Department: Executive Position, Officer Position

Essential Duties and Responsibilities:

The Co-Presidents are to oversee the activities of the GPNS executive and ensure adherence of all aspects of the Party to the Constitution and By-laws. They ensure the Party actions are open and approved by the general membership. They must keep the Executive abreast of the activities of the committees that function under the Executive's direction.

- Lead, advise, and chair executive meetings
- Ensure executive activities and goals move forward
- Mediate member conflicts and keep the peace allowing the achievement of goals
- Ensure the membership is updated on all Constitution and By-law proposals, and changes
- Act as officers on the executive of the party
- Act in the interests of the party as a whole rather than individual or regional ideals

Education and/or Work Experience Requirements:

- Excellent verbal and written communication skills, including ability to effectively communicate with party members
- Computer proficiency
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude
- Excellent interpersonal, mediation, conflict management skills
- Assertiveness
- Ability to chair meetings
- High school diploma or GED required
- A party member in good standing

Other Requirements:

- Must be able to communicate effectively by telephone and/or on-line and/or in person.
- Friendly and cordial.
- Ability to problem solve
- Excellent organization skills
- Visualize larger party goals
- Diagnostic information gathering
- Able to prioritize and suggest party action
- Able to exercise good judgement

Application Process:

Any Officer position elected by the membership at the Annual General Meeting that is vacant must be filled by electronic ballot of all Members, by ballot at a General Meeting, or by appointment of a qualified member as an Interim Officer by the Executive from members offering for the position in response to its availability having been announced to all members; an interim appointment terminates at the next General Meeting.

To formally declare intent to run for a President position, candidates shall submit an application to the party executive, including a letter stating reasons for seeking the position (maximum 250 words) and a current resume or CV. Applications may be sent to gpns@greenpartyns.ca.