

PRESIDENT

Mission

The President is the chief administrative officer of the party and is a volunteer position that requires a tremendous amount of self-motivation and professionalism. You are responsible to the Board of Directors to carry out the administrative policy of the Board and the internal political aims of the Party. The President and the Leader work together to align political aims and administrative policy.

This position is open to all Libertarian Party of Canada members in good standing. While there is no set term for President, you must be willing to commit to the position through the next general election (expected to be in 2025). Typical terms are between 3-5 years.

NOTE: You must agree to the Libertarian Party of Canada [privacy policy](#).

Roles and Responsibilities

The President is a unique position and we are looking for someone with a proven track record in the following:

- Administrative excellence (organized, governance-minded, understands formal meeting procedures).
- Rational thinking and ability to determine when to delegate and when to be hands-on.
- Connect and communicate ideas with people of the different backgrounds.
- Project management.
- Exceptional oral & written communication skills.
- Great team player skills.

Technical Skills

- Efficiency in MS Word, Excel, Google Workspace or similar content management repositories.
- Intermediate to advanced level of technical savvy (can learn and troubleshoot applications quickly).
- Familiarity with Elections Canada's Political Entities Service Centre (PESC) portal for Electoral District Association (EDA) and Candidate returns.

Assets

- Experience managing volunteers (meeting remotely, assigning work according to their talent and skill levels, checking in regularly, motivating them).
- An understanding of Elections Canada regulations and requirements. Willingness to attend Elections Canada meetings in person or remote when offered (usually twice a year, in-person expenses are covered).

- Familiarity with NationBuilder or similar Customer Relationship Management (CRM) software.
- Prior experience as a candidate and/or political campaigning and political administration.

Success Criteria

- Cooperate with the Party Leader, CFO, Board of Directors and other party executives.
- Present an annual budget to the Board of Directors in January for approval.
- Maintain good standing with Elections Canada (completes annual return and Triennial review).
- Inform the Executives on regular basis of current initiatives and events.
- Monitor progress on Party initiatives.

What the role offers:

- Opportunity to gain administrative experience in a complex national role.
- Opportunity to gain valuable leadership experience.
- Take part in a volunteer role that offers the ability to effect change.
- Build strong relationships with a diverse team of volunteers and party members.
- Occasional chance to travel.
- The opportunity to take part in the fast-paced and exciting world of electoral politics during writ periods.

Applications will be accepted until April 30th at 11:59 pm. Please submit your resume and a cover letter clearly outlining your qualifications for this position to volunteers@libertarian.ca. Interviews will be held virtually over Zoom with members of the Board of Directors.

We thank all applicants for their interest, however, only those selected to continue in the selection process will be contacted.