



ASSOCIACIÓ KEEP CALM BARCELONA

PRESIDENT

Duties and Responsibilities

INTERNAL REFERENCE

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WHAT THE ROLE IS

Legally, the President represents the association, chairs its meetings, and is one of the required signatures on larger bank transactions - the association's single point of legal representation.

In practice, whoever holds this role today is also expected to be **Keep Calm's overall community lead**: setting direction, driving growth and partnerships, and acting as the main point of continuity across every sport and activity, not just the legal board. This isn't a strict duty under the statutes, but it's the realistic expectation that comes with the role as it's actually run - see the time estimate below and the one-pager (one-pager.md) for the fuller picture.

YEARLY

- ☐ Call and chair the **Annual Ordinary Assembly**, within six months of the financial year end (Article 12) - present the previous year's accounts and the coming year's budget for approval (prepared with the Treasurer).
- ☐ Ensure any board vacancies from the year are reported to this Assembly, per the co-option process (Article 16).
- ☐ Sign the annual accounts alongside the Treasurer once approved.

QUARTERLY

- ☐ Call and chair the board's quarterly meeting (the minimum frequency in Article 18).
- ☐ Hold the casting vote if the board is tied on any decision.

MONTHLY / WEEKLY

- ☐ No standing weekly/monthly duty by default - the President convenes meetings and authorises documents as needed, not on a fixed lower-level schedule. Call an extraordinary board meeting if a third of the board requests one, or if something needs deciding before the next quarterly meeting.

DAY-TO-DAY / AS NEEDED

- ☐ Represent the association legally (contracts, official dealings, registry correspondence).
- ☐ Authorise documents and minutes jointly with a Secretary (Article 19).
- ☐ Approve large payments (above €50) alongside a Treasurer and a Secretary (Article 26a) - the President is only needed for the large band, not routine spending; the bank's digital approval flow counts, no physical signature.

- ☐ Act as the general point of continuity across the other board roles.

TIME ESTIMATE

The legal duties above are light on their own, roughly 1-2 hours a month. The realistic total, once community leadership is included, is Keep Calm's biggest single time commitment - several hours a week, in line with the community's own 5-6 hour weekly cap on this kind of involvement.

NOTES

- This is an unpaid, one-year term (re-electable) - Article 16.
- If the President needs to step back, the general board-resignation/co-option mechanism in Article 16 applies - there's no special process just for this role. (A dedicated Vice-President seat was considered and deliberately rejected, 28 Jul 2026: co-option plus Vocals standing in already covers sudden unavailability.)