



Job Title:	President	Job Category:	Elected
Group:	Committee Of Management		
Estimated Hrs./WK:	1 Hour	Term of Office:	2 Years
Job Description			
<p>Over View</p> <p>The President is the principle leader of the association and has overall responsibility for the association's administration.</p> <p>The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.</p> <p>Role and Responsibilities</p> <p>The President should:</p> <ul style="list-style-type: none"> • Manage committee meetings • Manage the annual general meeting • Represent the club at local, regional, state and national levels • Act as a facilitator for club activities • Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members. • Aligns the clubs activities to the Strategic Plan. <p>Knowledge and Skills Required</p> <p>The President is someone who:</p> <ul style="list-style-type: none"> • Can communicate effectively • Is well informed of all organisation activities • Is aware of the future directions and plans of members • Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees • Is a supportive leader for all the organisations members. 			
Reviewed By:	President	Date:	22 November 2011
Approved By:	Committee of Management	Date:	
Last Updated By:	Secretary	Date:	22 November 2011