

Club President – Position Description

President

Summary

The President is the principle leader of the (Club) and has overall responsibility for the (Club's) administration.

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.

The President is elected by the (Club) members and responsible for representing the views of the (Club) members.

Tasks

The President should:

- Manage committee meetings.
- Manage the annual general meeting.
- Act as a facilitator for (Club) activities
- The President shall ensure that all business of the (Club) is carried out in accordance with the (Clubs') Constitution, policies and by-laws.
- Assist the Committee in the development of annual plans for the Club.
- Assist the Committee in the creation, renewal and approval of new (Club) policies or by-laws for good governance where needed.
- Ensure (Club) policies and by-laws are upheld and reviewed/updated annually.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

Benefits

Being the President of the (Club) is an opportunity to contribute to the overall development of the Club. The President helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. The (Club) committee is a friendly, dedicated team who welcomes new members.

- 100% of expenses reimbursed (e.g. administration and training) related to the role of President.
- Access to training and development workshops and seminars
- Opportunity to work in a positive and encouraging environment.
- Publicly acknowledged for contributions to the Club.
- Discounted Club fees

Knowledge and Skills Required

Ideally a President is someone who:

- Can communicate effectively and has good interpersonal skills.
- 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 positive and enthusiastic.
- Be a member of the (Club) and abide by its policies.
- Knowledge of the (Club) operations, rules and policies.

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- Access to internet, email, web, MS Word, MS Excel or equivalent/compatible

Appointment terms and Time Commitment Required

- The President is elected at the (Club) AGM and is appointed for a term of 12 months.
- The estimated time commitment required as the President of (Club) is “X” hours per week.
- In addition, the President will also be required to attend:
 - monthly Committee Meetings (approx “X” hours in length); and
 - the (Club) Annual General Meeting approx “X” hours in length).