# President/Chairperson

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| **Last reviewed on:** [insert date] | **Next review date:** [insert date] |
| **Reviewed by:** [insert title of person] | **Approved by:** [insert title of person] |

The President is the principle leader of the [insert club name] club/group and has overall responsibility for the [insert club name] club’s/group’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.

**Responsible To:** The President is elected by the [insert club name] members and responsible for representing the views of the [insert club name] members. The President is accountable to the club members and club committee/board. At committee meetings the President should report on operations.

## **Responsibilities and Duties**

* Adhere to the mission, vision, and values of the club
* Provide effective, efficient leadership for [insert club name] including holding those in the club accountable that are responsible for administration and finances
* Manage committee and/or executive meetings including the annual general meeting including the associated reports
* Represent the club/group at local, regional, state and national levels
* Encourage a club that is inclusive, supportive, and strengthens the community
* Facilitate club/group activities
* Develop good relationships internally and externally
* Act as a signatory for the club regarding legal and financial matters
* Ensure all committee members and sub committees fulfil their responsibilities to the club, assisting them with their duties as needed
* Collaborate with the Vice President to ensure smooth club operations
* Ensure the planning and budgeting for the future is carried out to allow the club to be sustainable and operate in accordance with the wishes of the members.

## **Knowledge and Skills Required**

* Effective communicator
* Well informed of all organisation activities
* Aware of and able to direct the future directions and plans of the club by taking the members’ plans into consideration
* Good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
* Supportive leader for all organisations members.

## **Time Commitment**

The estimated time commitment required as the President/Chairperson of [insert club name] is [insert approximate hours] hours per week. The President is appointed for a [insert length of term] term.

I have read and agree to the above position description.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_