**President**

In addition to his/her general governing body duties, the president represents your group to members, the general public, OUSA and other stakeholders.

The president’s tasks may include:

* The ability to think long term for your club
* Be able to manage relationships
* Ensure risks to the organisation are managed
* Ensure that all committee members can contribute to debate and decision-making
* Manage governing body processes.
* Conduct efficient committee meetings
* Set annual meeting times
* Help prepare meeting agendas
* Distribute relevant information prior to meetings
* Ensure accurate recording of meeting decisions
* Represent the group to external stakeholders e.g. the Affiliated Clubs Council
* Make sure the governing body's resources are being well and appropriately used.