

## **Purpose**

The President or Chairperson is the leader of club/society and has overall responsibility for the club's/group's administration. The President is someone who can act as a representative or spokesperson for the club/society. 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 club/society members and responsible for representing the views of the club/society members.

## **Responsibilities and Duties**

- Continue the vision for your club and set goals for the year.
- Manage committee meetings and annual general meetings (AGM).
- Act as a facilitator for club/group activities.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members and is aligned to the goals of the club/society laid out in the Constitution.
- Communicate with members, be approachable and accountable.

## **Knowledge and Skills Required**

- Can communicate effectively.
- Is well informed of all organisation activities.
- Is aware of the future directions and plans of members.
- Has a working knowledge of the constitution, rules and duties of all office holders and subcommittees.
- Is a supportive leader for all members.
- Be passionate about the club and its goals.

The President is appointed for a one year term. They are elected at the AGM usually held in September or October and remain President until the next AGM. There is no limit on how many years a President can hold that position for but there needs to be a nomination and voting at each AGM.