



Roles and Responsibilities President

The President is primarily responsible for ensuring the association sets and meets its goals and objectives, is administered according to the Association Rules and completes all legal and compliance obligations.

Responsibilities

The general responsibilities of the President are wide and varied and may include, but certainly not limited to the following responsibilities.

Knowledge

To successfully undertake the role of President the roles requires the person:

- To be well informed of all association activities,
- Have a good working knowledge of the association rules and by laws, policies and procedures as well as the duties of all office holders.
- Understanding of the legal and compliance obligations of running the association.

Governance

Key governance responsibilities include ensuring the association:

- Defines and documents its association's culture and behaviours and continually communicates them to members.
- Ensures the association has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved.
- Ensure compliance and legislative obligations are met.
- Ensure all complaints and disputes are immediately investigated and responded to according to association's policies and procedures
- All association positions, roles and sub committees have regularly reviewed position descriptions or terms of references.
- All association activities are documented in policies and procedures or other suitable format.

Tasks Specific to the Role

Running meetings and communicating to stakeholders are core responsibilities of the President including:

- Setting the agenda for each committee and general meeting, including the association's annual general meeting,
- Chair all committee meetings and general meetings,
- Act as a spokesperson for the club and represent it locally, regionally and nationally as required,

- Regularly liaise with sub committees to ensure they receive assistance and support as and when they need it,
- Ensure that all sub-committees are regularly reporting to the committee,
- Liaise with all relevant stakeholders,
- Ensure committee members fulfil their responsibilities to the association.
- Ensure the key stakeholder relationships of the association are maintained and nurtured.

Requirements

The President is expected to:

- Act in the best interest of the members at all times,
- Attend all Committee meetings,
- Undertake the role in good faith and honesty.

If at any stage the President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Secretary of the conflict who will immediately inform all other committee members.

Essential Skills and Requirements

- Be a team player with good people skills being able to inspire others to work towards the association's goals and objectives.
- Be a good listener, so as to understand the team whether it be the general membership or management so as to be able to communicate the appropriate priorities.
- A good understanding of meetings and how to manage them to efficiently to reach the appropriate decisions.
- Good communication skills both verbal and written.
- A general understanding of accounting practices with the ability to read a financial report.
- Maintain confidentiality on relevant matters.

End of Year Handover

Updating key documents

- At the end of each year a key activity of the President will review and revise their Roles and Responsibilities document to ensure it continues to reflect the requirements of the role. The updated document must be provided to the club secretary prior to the Annual General Meeting each year.
- Review all Policies and Procedures related to the role and submit any updates for Committee approval prior to the AGM.

Induction of the incoming President

An important responsibility of outgoing President is to train, mentor and support the incoming President.