



VOLUNTEER POSITION DESCRIPTIONS

PRESIDENT / CHAIR

Responsibilities

The President / Chair is the principal leader of the Club and has overall responsibility for the Club's administration. The President / Chair provides leadership and direction to the Club's Board / Committee, office bearers, officials and members.

Duties

- » Be fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of everyone involved in the Club
- » Be unbiased and impartial, give clear direction and set an example for others to follow
- » Be an effective and efficient chairperson, encourage focused discussion and have a sound knowledge of debating and meeting procedures
- » Represent the Club at a League / Region / State level in a positive and professional manner
- » Be well informed of all club activities
- » Ensure that responsibilities delegated to the Board / Committee and various office bearers are widely communicated, understood and followed through
- » Have a sound understanding of the Club Rules, the Constitution and the responsibilities and duties of office bearers and sub-committees
- » Ensure the Clubs financial management procedures remain on target
- » Maintain an overview of the Club's planning process
- » Ensure at all times the management of the Club remains positive and progressive and the objects and aims of the Club are respected and observed
- » Be prepared to make difficult decisions on behalf of the Club if necessary
- » Insist on all members respecting and abiding by the Clubs discipline provisions
- » Manage all Executive, Special and Committee Meetings and the Annual General Meeting
- » Oversee Risk Management Procedures for the Club

Notes

The President / Chair plays a crucial role in ensuring the ongoing good governance of the Club. The President / Chair should ensure that the Board / Committee is well balanced and has a good cross section of relevant skills.