



President/Chairperson	
<p>The President is the principle leader of the _____ club/group and has overall responsibility for the _____ club's/group's administration.</p> <p>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.</p>	
<b>Responsible to:</b>	<p>The President is elected by the _____ members and responsible for representing the views of the _____ members.</p>
Knowledge, Skills, Experience and Requirements	
<ul style="list-style-type: none"> <li>• Can communicate effectively</li> <li>• Is well informed of all organisation activities</li> <li>• Is aware of the future directions and plans of members</li> <li>• Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees</li> </ul> <p><i>Estimated Time Commitment Required &amp; Period of Appointment</i></p> <p>The estimated time commitment required as the President/Chairperson of _____ is _____ hours per week.</p>	
Responsibilities and Duties – A Checklist for Consideration	
<ul style="list-style-type: none"> <li>• Manage committee and/or executive meetings</li> <li>• Manage the annual general meeting</li> <li>• Represent the club/group at local, regional, state and national levels</li> <li>• Act as a facilitator for club/group activities</li> <li>• Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members</li> </ul>	