



Committee of Management - Position Description

PRESIDENT

Appointed by:

Elected position from Committee of Executive Officer

Qualifications and Experience:

No experience or specific qualifications are required for this position, merely a willingness to learn and an ability to work with people, delegate tasks and most importantly an interest in the Organisation and its community.

Prime purpose of the position:

To organise the distribution, performance and completion of Committee Tasks, providing support to the Committee thereby promoting teamwork

General Responsibilities:

- ☺ To meet with the Executive Officer regularly
- ☺ To delegate tasks to the Executive Officer, other members of the Committee and working groups as appropriate. This is mostly done at Committee Meetings
- ☺ To provide support to Committee, staff and Executive Officer team when necessary
- ☺ To organise/delegate the setting up and coordination of the Annual report and Annual General Meeting (AGM). This is a joint venture with the staff
- ☺ To be available to help out on special occasions and as time permits as the chairperson.
- ☺ To assist with the welcome and settling in of new Committee members.
- ☺ To ensure all motions and new policies are properly documented and contained in the policy book.
- ☺ To call Executive meetings when the need arises.

SPECIFIC DUTIES

Monthly:

- ☺ Work with Executive Officer and Secretary in preparing the Agenda for monthly Committee meetings.
- ☺ Follow up on items that were actioned from previous meeting and ensure they are done. If not include in agenda as business arising.
- ☺ Check in /out correspondence with Executive Officer and Secretary and ensure they are included on the agenda
- ☺ Ensure all reports from Sub-Committees etc are ready for distribution with the Agenda.
- ☺ Chair committee meetings, working through agenda. Encourage everyone's involvement and directing tasks to people and/or sub committee.
- ☺ Review minutes and follow up on any new policies to ensure adequate documentation.
- ☺ Sign or initial original copy of previous month's minutes after being passed and issue to Secretary for filing.
- ☺ Act as signatory for signing cheques.
- ☺ Be available to sign cheques as required.

Annually

- ☺ Meet with the Executive Officer to review and discuss Annual Reports and AGM set up.
- ☺ Update and review Induction folder for new Committee members.
- ☺ Participate in annual review of Organisation with other Committee members and Executive Officer and/or Executive team.
- ☺ Conduct annual review of Executive Officer's performance.