

## Role description: **President**

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The president is ultimately responsible for the functioning of the club. A thorough knowledge of the club constitution and meeting procedures is required.

### Desirable attributes:

- People-person
- Forward thinking
- Goal-oriented & motivated to further the club
- Intimately familiar with the club
- Collaborative & a team-player
- Good listener
- Role model & positive image for the group
- Competent public speaker

### Key duties:

- Be well informed of all organisation activities and able to provide oversight
- Ensure all necessary tasks for day to day running of the activities of the club are carried out
- Chair committee and general meetings ensuring that they are run efficiently and effectively
- Act as a signatory for the club in all legal and financial purposes and monitor the clubs bank account, particularly the payments made
- Ensure club asset register is current
- Serve as a spokesperson for the club when required
- Submit an annual report to the club at the annual general meeting
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the club
- Coordinate activities within the club committee