

# POSITION DESCRIPTION

## POSITION DATA

**Title:** PRESIDENT / CHAIRPERSON  
**Organisation:** *Club name here*  
**Reports to:** CLUB MEMBERS

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### Functional Relationships

Treasurer  
Executive Committee                      Caretaker

## POSITION SUMMARY

The President is the principle leader of the \_\_\_\_\_ club/group and has overall responsibility for the \_\_\_\_\_ club's/group's administration.

The President is elected by the \_\_\_\_\_ members and is responsible for representing the views of the \_\_\_\_\_ members.

*The President sets the overall annual committee agenda (consistent with 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.*

## DUTIES

- Manage committee and/or executive meetings
- Manage the Annual General Meeting
- Represent the club/group at local, regional, state and national levels
- Act as a facilitator for club/group activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members

## KNOWLEDGE AND SKILLS REQUIRED

- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all organisations members

## ESTIMATED TIME COMMITMENT REQUIRED

The estimated commitment required as the President/Chairperson of \_\_\_\_\_  
is \_\_\_\_\_ hours per week.

The President is appointed for a \_\_\_\_\_ term.

*The time commitment as the President/Chairperson of a club/group varies greatly from club/group to club/group. Smaller clubs may require a President to spend only a half hour to an hour per week, or larger clubs, two to three hours per on week on Presidential duties.*