



Position Name: Director

Reports to: President

Job Summary

The role of a Director is to provide support to the appointed position holders and other Directors to ensure the organisation sets and meets its goals and objectives, is administered according to the constitution and completes all legal and compliance obligations.

Desirable Attributes

The Directors should:

- be well informed of all organisation activities and able to provide oversight along with providing calculated opinions during group discussions
- be a person who can develop good relationships internally and externally
- be forward thinking and committed to meeting the overall goals of the Organisation
- have a good working knowledge of the Constitution, rules and duties of office bearers
- be able to work collaboratively with other Board Members
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for the Organisation in representing the Board in other forums

Primary Duties & Responsibilities

Primary duties and responsibilities include:

- Be well informed of all club activities, especially those of all sub committees
- Participate in regular board meetings
- Have a good working knowledge of the constitution, rules and by laws, policies and procedures as well as the duties of all office holders
- Have an understanding of the legal and compliance obligations of running the club
- Support and assist the appointed position holders in their roles
- Represent the Club at meetings and forums as agreed with by the President
- Other duties as nominated by the President and / or Committee