



Position Name: President

Reports to: The Board

Job Summary

The role of the President is to provide the principle leadership and responsibility for the organisation and the Committee

Desirable Attributes

The President should:

- be well informed of all organisation activities and able to provide oversight
- 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 Committee Constitution, rules and duties of office bearers
- be able to work collaboratively with other Directors
- 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 Committee in other forums
- be a competent public speaker

Primary Duties & Responsibilities

Primary duties and responsibilities include:

- Chair Board meetings ensuring that they are run efficiently and effectively
- Act as a signatory for the Organisation in all legal and financial purposes
- Regularly focus the Committee's attention on matters of Organisation governance that relate to its own structure, role and relationship to any paid employees
- Periodically consult with Committee members on their role, to see how they are going and help them to optimize their contribution
- Work with the Committee to ensure:
 - The necessary skills are represented on the Committee and that a succession plan is in place to help find new Board members when required
 - Goals and relevant strategic and business plans are developed in order to achieve the goals of the Organisation.
- Work with the Executive to manage any paid employees of the Organisation including recruitment, retention, salary and performance reviews, etc.
- Serve as a spokesperson for the Organisation when required and liaise with the media including ABC News, The Examiner etc.



- Communicate regularly and systematically with the Presidents of the member Organisations, or related industry bodies
- 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 Organisation.