

PRESIDENT/CHAIRPERSON JOB DESCRIPTION (SAMPLE ONLY)

The President or Chairperson is the principle leader of the _____ club/group and has overall responsibility for the _____ club's administration.

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

Responsible To

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

Responsibilities and Duties

The President/Chairperson should:

- Manage committee and/or executive meetings.
- Manage the annual general meeting.
- Delegate roles with job descriptions to all committee members and establish a suitable plan for the running of the club.
- Oversee the management of all club activities.
- Represent the club at local, regional, and national levels.
- Act as a facilitator for club activities.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Have clear knowledge of the responsibilities of all office-holders.
- Have a good understanding of the club's Constitution, rules and procedures that are in place.
- Make themselves available to support and help all club office holders.
- Regularly review paid employees, ensuring that they have up-to-date job descriptions and employment contracts. Also undertake annual salary and performance reviews.
- Use initiative and be proactive in re-energising the club – promote all the advantages of the club.
- Co-ordinate meetings with the treasurer to review the club's finances.
- Ensure that any decisions made by the committee are carried out.
- If training is required by any of the club's employees or volunteers, organise this to be available.

Meeting Responsibilities

- An agenda needs to be prepared in consultation with the Secretary.
- Ensure that the meeting is conducted in a manner where everyone is enabled to have their say.

- Ensure that the meeting business is conducted in an efficient manner.
- Make sure that the agendas is followed through, summarising where possible.
- Where required move to vote.
- Ensure that the meeting is being recorded in some form.

Knowledge and Skills Required

Ideally the President/Chairperson is someone who:

- Can communicate effectively, both in oral and written format.
- Is well informed of all organisation activities and outside activities which could affect the club..
- 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 of the club.

Goals

- To establish a suitable business plan.
- To establish clear working roles for the committee.
- Ensure that club members are part of the process of running the club successfully.
- Represent the “Business Face” of the club.
- Establish a future development plan for club facilities.
- Establish a marketing plan to encourage the growth of the club.

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the President/Chairperson of _____ is _____ hours per week.

(The time commitment required 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 week on Presidential duties.)

The President is appointed for a _____ term.