

Title: <b>Committee Job Description: President</b>	Page: 1 of 1
Reviewed by: Joe Garzaniti	Issue date: 1 <sup>st</sup> January 2016
Next Review date: 1 <sup>st</sup> January 2019	Replaces issue dated: 9th July 2014
Related Documents:	<b>UNCONTROLLED IF PRINTED</b>

**The President is responsible for fulfilling the Club Mission by leading the Club Management Committee and ensuring that the Club Objectives are met.**

The Office Bearers: Vice-President, Secretary, Treasurer and Public Officer work directly with the President.

**The President’s focus will be on making the whole Club beneficial to the members.**

In the execution of this role, the **President** will:

1. Perform the Role in accordance with the Club Constitution & comply with the Club’s Code of Conduct.
2. Create the strategic vision for the Club
3. Make the good of the Club the over-riding priority
4. Oversee the financial wellbeing of the Club.
5. Represent the Club at external events
6. Be responsible for the Public Relations of the Club
7. Preside as Chairperson at each Committee and General Meeting
8. Co-ordinate the Club Sponsorship Plan with the relevant Committee members
9. Maintain the confidentiality of Committee business
10. Ensure that a register of Members and Associates of the Club is maintained
11. Ensure the Club is managed based on business excellence principles
12. Lead the continuous improvement process
13. Ensure that the Club is run according to the Club Constitution
14. Regularly communicate with members
15. Encourage a team spirit between the Committee members
16. Listen to Club Members
17. Assist in preparing venue for Club meetings
18. Prepare report for bi monthly club magazine
19. Perform any other duties as may be required

**Change History:**

1. 01/03/2011 Draft Document presented to Committee members for finalization.
2. 05/04/2011 Document approved.
3. 01/01/2013 General Review
4. 09/07/2014 Add “Oversee financial wellbeing of the club.”
5. 01/01/2016 General Review

**Committee Member Acceptance:** \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature