PRESIDENT / CHAIRPERSON

JOB DESCRIPTION

(SAMPLE ONLY)

The President / Chairperson is the principle leader of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ club 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.

The President is elected by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ club 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
* 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

**Knowledge and Skills Required**

Ideally the President / Chairperson is someone who:

* 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 club members

**Estimated Time Commitment Required & Period of Appointment**

The estimated time commitment required of the President / Chairperson of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ club is \_\_\_\_\_\_\_\_\_\_\_\_\_\_hours per week.

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