# PRESIDENT/CHAIR JOB DESCRIPTION EXAMPLE

The President or Chair guides the activities of the board/committee of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ club/group, which has overall responsibility for the organisation.

The Chair/President sets the overall annual governing group (board/committee) agenda (consistent with the strategic plan and related constitutional/trust requirements), and helps the governing group prioritise its activities in line with the plan and resources.

At the operational level, the major function of the Chair/President is to facilitate effective governing group meetings.

## Responsible to:

The Chair/President is elected (or appointed) following the process outlined in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_club/group’s Constitution/Trust Deed, and is responsible for representing the views of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_members.

## Responsibilities and duties:

* Manage committee and/or executive meetings.
* Ensure the board (committee) delivers on its obligations as a governance group.
* Manage the annual general meeting.
* Represent the club/group at local, regional, state and national levels.
* Act as a facilitator for club/group activities.
* Ensure that planning and budgeting are carried out in order to generate maximum benefit for the membership.
* Keep in touch with the membership.

## Knowledge and skills required:

* Can manage and facilitate an effective meeting
* Can communicate effectively.
* Understands strategy and planning.
* Is well informed on all of the organisation’s activities.
* Models desired ethical standards.
* Is focused on creating a prosperous future for the organisation.
* Has a good working knowledge of the constitution, the rules, and the duties of all office holders and subcommittees.
* Is a supportive leader.

## Estimated time commitment required and period of appointment:

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

*The time commitment required as the President/Chair of a club/group varies greatly from club/group to club/group. Smaller clubs may require a President to spend only half an hour to an hour per week, or larger clubs two to three hours per week, on these duties.*

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

**Note:** In some larger organisations there may be both a Chair and a President. The Chair has oversight of the board and its running. Where both roles exist, the President is generally focused on dealing with the membership, attending events and representing the organisation as appropriate. The President will chair the annual meeting.