



Proudly sponsored by Tassal



Committee Position Description

President

The President shall be responsible for:

- a. Maintaining established principles for:
 - Constitutional Matters
 - Discipline of Centre
 - Aims and ideas of Centre
- b. Monitoring the operation of the principles in a. and facilitating any changes in accordance with the Constitution.
- c. Representing the Centre at:
 - Association Meetings
 - All Centre activities
 - Meetings with local authorities
- d. Attending at least 90% of general and committee meetings.
- e. Chairing and conducting meetings in an orderly manner with the assistance of the Secretary who establishes an agenda for the next meeting to be held.
- f. Observing the meaning of the Constitution
- g. Ensuring fair hearing for all members
- h. Ensuring majority decisions are made on all matters placed before the committee
- i. Bringing to the notice of the Committee any issue or matter which may affect the Centre
- j. Facilitating the operation of the Centre
- k. Understanding meeting procedure and encouraging all members to participate in an orderly manner.
- l. Ensuring that all Committee members effectively carry out the tasks allocated to them.
- m. Preparing an annual report on the Centre's activities, for presentation to the AGM and the Association.