# PRESIDENT / CHAIRPERSON POSITION DESCRIPTION (SAMPLE ONLY)

The president / chairperson is the principle leader of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ club/group and has overall responsibility for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_club’s/group’s administration.

The president / chairperson 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 / chairperson is to facilitate effective committee meetings.

**Responsible To**

The president / chairperson is elected by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_members and responsible for representing the views of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_members.

**Responsibilities and Duties**

The president / chairperson should:

* Set the meeting agendas in conjunction with the secretary
* Manage committee and/or executive meetings
* 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 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
* Is a supportive leader for all the organisations members