



Job Description - President

Summary

The President is the principle leader of and spokesperson for the **Workshop Camera Club Inc.** and has overall responsibility for the Club's direction and administration during his/her term of office.

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.

Responsible To:

The President is elected by the **Workshop Camera Club** members and is responsible for representing the views of the **Workshop Camera Club** members.

Responsibilities and Duties

The President is a member of the Management Committee and as such is an Officer Bearer of the Club. See attached for a detailed statement of duties.

Knowledge and Skills Required

Ideally, the President is someone who:

- Has a genuine interest in voluntary committee work in general and the objectives of the Club in particular
- Is well informed about all of the organisation's activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the Club's constitution and the duties of all office holders
- Is a supportive leader for all the organisation's members
- Has the ability to make decisions based on principles rather than on personalities
- Can communicate effectively and is not afraid to stand up and speak to a crowd
- Is able to act with diplomacy, tact and discretion, particularly when conflict arises during a meeting.

Estimated Time Commitment Required

The estimated time commitment (over & above attendance at each weekly club meeting) required as the President of **Workshop Camera Club** is 7 hours per month, allocated roughly as follows:

- *Attend & chair Management Committee meetings – 4 hours*
- *Other sundry matters – 3 hours*

Term

The President is appointed for a twelve (12) month term (until the next AGM) but may hold the office for a further year if so elected at the next AGM (ie. maximum term is two (2) consecutive years) in accordance with clause 11(a) of the Club's constitution. Subsequent terms, following a break of at least one year, are permitted.

Workshop Camera Club Inc.

Detailed Statement of Duties - PRESIDENT

Club Duties:

- 1) To preside over each weekly meeting of the Club, including:
 - a) Welcoming new members and visitors to the Club
 - b) Making announcements as to forthcoming events, competitions, etc.
 - c) Introduction to the meeting of any guest speaker, judge or other presenter
 - d) Thanking of any guest speaker, judge or other presenter
 - e) Dealing with any matters raised by members in attendance
- 2) To hold a set of keys to the Clubrooms and facilities therein (Storeroom, darkroom, equipment cupboard) and to open up the Clubrooms each week to enable sufficient time for set up prior to the meeting.
- 3) To welcome new members and visitors to the Club, and to introduce them to the facilities and activities of the Club
- 4) To attend and participate in monthly Management Committee meetings.
- 5) To represent the Club at external events (eg. WAPF meetings and exhibitions, interclub competitions, etc.)
- 6) To perform other duties as imposed by the Rules of the Club.

Statutory Duties:

- 1) To ensure, with the other members of the Management Committee, that the legal responsibilities of the Club, including compliance with the Associations Incorporation Act 1987, are met.
- 2) To ensure that regular Management Committee meetings are held and that all Committee members are advised of those meetings.
- 3) To preside at all general meetings (of members) and Management Committee meetings. This involves managing and facilitating (chairing) the meetings of the Club, including:
 - a) ensuring that meetings are conducted in accordance with the rules of debate and the Constitution of the Club.
 - b) prioritising agenda items
 - c) leading the meeting through the agenda in an orderly and efficient manner
 - d) noting formal motions and amendments (with the Secretary) and putting these to the meeting to vote on,
 - e) signing the minutes of previous meetings after they have been confirmed as an accurate record of the meeting, and
- 4) Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- 5) To ensure, with other members of the Management Committee, that the requirements of any funding or other agreement that the Club has entered into, are met.
- 6) To be a member of sub-committees if required.
- 7) Act as leader/spokesperson for the Club.
- 8) To safeguard the Common Seal of the Club.