

THE PRESIDENT ROLE DESCRIPTION

Updated: 1 April 18

Hi, these descriptions or guides are designed to help smooth the road to being effective in your role. They have been written, by members for members. So, feel free to modify them. We only ask that you let the Secretary know so that the master copy can be updated to suit current practice. It is intended to provide people new to the role with a copy.

The guides are based on the requirements of our Constitution and associated Rules. If you do not have a them, please ask the Secretary to send you a copy as it is your responsibility to be familiar with them, particularly as they affect your role.

Constitutional Requirements

Is the Chairperson of both general club meetings and Committee meetings, he/she has the overall responsibility of ensuring that the Committee, by its work, fulfils the objectives of the Register.

President

The President is the Chairperson of both general club meetings and committee meetings. He/she has the overall responsibility of ensuring that the committee, by its work, fulfils the objectives of the Register

- i. All matters concerning relations between the Register and any outside person or organisation is to be routed to the President for appropriate action.
- ii. The President shall assume the chair at all committee meetings.

Overview

The President's role is basically one of providing the Register with a sense of direction, ensuring the smooth functioning of the Register. In association with the Secretary, the President is required to ensure compliance with the Constitution and associated Rules and the various acts the Register operates under.

To do this, the President needs to have some idea of how they would like the Register to develop. They also need to be a good communicator so that members know what is going on (e.g. President's newsletter report). Being a good communicator also involves 'touching base' with the committee and others who help with the running of the Register.

There are formal requirements to be met (see the Constitution and related Rules for details). And then there's the committee. Periodically, positions are up for grabs. So, if you want to be a good president, check well in advance of the AGM, who wishes to remain or is allowed to remain, active in their role. If not, then it's up to you, with some help from the incumbent, to find suitable candidates to be elected or appointed at the AGM.