



Role Description – President

ROLE TITLE: President

RESPONSIBLE TO: The Club Executive Committee

SKILLS REQUIRED: Enthusiastic

Well organised

Prepared to make a regular time commitment

Prepared to make instant decisions when necessary

Confident at some public speaking and keeping order during meetings.

MAIN DUTIES:

Take responsibility for managing the executive committee and the affairs of the club.

Oversee and guide all decisions taken by the executive committee and sub committees.

In liaison with the Volunteer Co-ordinator, oversee the work of all officers.

In conjunction with the secretary, prepare and present the annual report.

Liaise with the secretary on the Agenda for each meeting and approve the minutes before they are circulated.

Be completely familiar with the constitution, club rules, committee procedures and the NGB rules and regulations.

Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club.

Help to prepare and submit any statutory documents that are required (e.g. VAT, grant aid reports).

If unable to attend any committee meeting, a written report should be sent to the meeting and the Vice President briefed on the Agenda