

Example Role Description – President/Chairperson

Role:	President/Chairperson
Key Purpose:	The President/Chairperson is the principle leader of _____ (Organisation) and has overall responsibility for the organisation’s administration. The President/Chairperson sets the overall annual Board/Committee agenda (consistent with the views of members), helps the Board/Committee prioritise its goals and then keeps the Board/Committee on track by working within that overall framework. At the operational level, the major function of the President/Chairperson is to facilitate effective Board/Committee meetings. They are the representative of the organisation in the community.
Reports to:	The President/Chairperson is elected by the members and is responsible for representing the views of the members.
Connection points:	<ul style="list-style-type: none"> • Board/Committee • Organisation staff/volunteers • Organisation members • Community stakeholders
Key Responsibilities:	<ul style="list-style-type: none"> • Manage Board/Committee meetings • Manage the Annual General Meeting • Represent the organisation at local, regional and national levels • Act as a facilitator for organisation activities • Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members
Desired Knowledge and Skills:	<ul style="list-style-type: none"> • Understand the voluntary, community and sporting sectors • Have knowledge of the organisation's key networks • Be able to delegate • Be a strong networker • Be good at team building • Consider succession planning across the board • Plan for skills development of themselves and the committee • Have experience of management committee involvement • Have an ability to respect confidences • Ensure decisions are taken and recorded • Be sensitive to the feelings of members • Be impartial and objective • Be approachable
Estimated Time Commitment	<ul style="list-style-type: none"> • An estimate of XX hours per week • The role holder would be appointed for a term of XX, however this is open to negotiation if desired