



TBA President Duty Statement

The President is an officer of the Association and is elected by the members at the AGM. The President is the principal leader of the club and has overall responsibility for policy and administration. 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. At the operational level, the major function of the President is to facilitate effective committee meetings.

Duties

- Manage Committee meetings
- Manage the Annual General Meeting
- Be the main public spokesperson for the Association
- Act as a facilitator for association activities and resolve any difficult issues.
- Ensure that all business of the association is carried out in accordance with the Constitution, policies and by-laws.
- Guide the Committee in the development of annual programs for the Association.
- Guide the Committee in the development of Association policies or by-laws for good governance.
- Ensure Association policies and by-laws are upheld, reviewed and updated.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Prepare the President's Report and present the Annual Report at the AGM.
- Liaise with ABF, and other Bridge associations.
- Delegate duties where appropriate.
- Ensure they are familiar with the Clubs activities and events and be generally known to members.
- To convene and chair annual State meeting.

Desirable Qualities

- Good communication and interpersonal skills.
- Well informed of all Association activities.
- Aware of the future directions and plans of the Committee.
- Impartiality, fairness and ability to respect confidences.
- Good working knowledge of the Constitution, rules and the duties of all office holders and subcommittees.
- Positive and enthusiastic

Other

Being the President of the Association is an opportunity to contribute to the overall development of the association

Document information

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Responsible person	Secretary