

Committee Role Descriptor – President

Role title:	President			
Responsible to:	The Club 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 committee and the affairs of the club. – Oversee and guide all decisions taken by the committee and sub committees. – In liaison with the Vice-President, 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. – Represent the club at local, regional and national level.			
Signatures:	President:		Date:	
	Secretary:		Date:	