

Position Description



Position	President
General Summary of position	
<ul style="list-style-type: none"> • Provides overall leadership and direction to the club • Establishes short- and long- range objectives and goals • Coordinates club activities through and with the cooperation of the committee • Presides at meetings of the club • Structures the organization to ensure continuity of club membership and maintenance of existing membership • Exercises overall financial responsibility for the club; co-signs bank accounts with club treasurer • Approves all club press releases, newsletters, electronic communications, and other publications; 	
Responsibilities	
<p>The president position is responsible for;</p> <ul style="list-style-type: none"> • Call, at a minimum, 4 committee meetings per year • Conducting and presiding over Committee Meetings and Annual General Meeting (AGM) and ensure accurate minutes are taken • Ensure the RAMS By-laws, Code of Conduct and Constitution are adhered to by all club members. 	

Tasks			
When	What	How	Comment / Contacts
Jan			
Feb	Runs Committee Meeting	<ul style="list-style-type: none"> • Instructs Secretary to call committee meeting • Provides key topics for discussion as required 	
Mar			
Apr			
May	Runs Committee Meeting	<ul style="list-style-type: none"> • Instructs Secretary to call committee meeting • Provides key topics for discussion as required 	
June			
July	Runs Committee Meeting	<ul style="list-style-type: none"> • Instructs Secretary to call committee meeting • Provides key topics for discussion as required 	
Aug	Runs Annual General Meeting (AGM)	<ul style="list-style-type: none"> • Instructs Secretary to call AGM • Provides key topics for discussion as required • Writes and delivers Presidents report 	
Sept			

Tasks			
When	What	How	Comment / Contacts
Oct	Assists in planning Christmas Party		
Nov			
Dec			

Specific Notes

What	Comment
AGM Process	<ol style="list-style-type: none"> 1. Create a report to be read at the AGM containing; <ol style="list-style-type: none"> a. Achievements throughout the year 2. Sign off on hardcopy of minutes

To suggest changes to this document please email the Secretary of RAMS at secretary@rams.asn.au