President/Chairperson

Prime Role

The President is the principal office bearer for the organisation and has overall responsibility for the integrity of the Committee of Governance's processes. The President supports the committee to prioritise the organisation's annual plan and goals (consistent with the views of the members) and keeps the committee on track by working within that overall framework.

At an operational level, the major function of the President is to chair and facilitate effective committee meetings.

Responsibilities

Represent the views of the members and be the spokesperson for the organisation as required.

Sign Funding Agreements and Contracts as required.

Sign all original copies of official documents produced that have been approved and recorded in the minutes of the Committee of Governance.

Manage Committee of Governance meetings by:

- leading the meetings in order to achieve productive outcomes;
- ensuring fairness and even-handedness in all meeting process matters;
- ensuring the Committee stays within its governance role at meetings;
- setting the agenda for meetings in consultation with the Networker and Secretary;
- managing and approving the minute writing process.

These specific responsibilities are in addition to those in the role description for Ordinary Members of the Committee.

Authority

The President has no authority to supervise or direct staff. However, there may be times when the President, at the request of a staff member (usually the manager), acts as a sounding board.

The President is authorised by the Committee of Governance to negotiate Staff Employment Agreements and to conduct the manager's Performance Review.

The President may delegate aspects of the role to another committee member or staff but at all times remains accountable and must ensure responsibilities are carried out.
In the absence of the President, the Vice-President shall act in their place.

Election and Term

The President is directly elected by the members at the Annual General Meeting each year and holds a one year term.