

CAWA DUTY STATEMENT

Position Title:	President
Co-ordinates with:	Vice President Treasurer Secretary General Committee Members Association Members DEC Government bodies
Reviewed:	22 January 2010

The president is the principal leader of the organisation and has overall responsibility for the association's administration. The president should set the overall annual committee agenda (consistent with the objects in the CAWA constitution and views of members), help the committee prioritise its goals and then keep the committee on track by working within that overall framework.

It is important that committee members have a sense of what they are trying to achieve throughout the year and so committee meetings should be structured to support this. A brief planning session at the first meeting of a new committee is recommended.

At an operational level, a major function of the president is to facilitate effective management of committee meetings.

The president/chairperson should:

1. Be well informed of all CAWA activities.
2. Be aware of the future directions and plans of members.
3. Have a good working knowledge of the constitution, rules and the duties of all office bearers and subcommittees.
4. Manage committee and/or executive meetings.
5. Manage the annual general meeting.
6. Represent the organisation at local, regional, state and national levels.
7. Be a supportive leader for all organisations members.
8. Act as a facilitator for organisation activities.
9. Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
10. Be available to executive committee concerning the day to day issues of the club.
11. Draw up the agenda for committee meetings, ideally working with the secretary.

While everyone has a different management style, there are a few key points to consider:

1. The president **MUST** have goals - part of the chair's role is to know where you want the organisation to go.
2. To be an effective president, you need to be fair and decisive.

3. Being decisive - decide on small matter promptly (not everything requires committee voting).
 - make decisions with fairness.
 - explore alternatives and encourage input from committee members.
 - act upon the chosen decision.
4. The president has the responsibility to determine what decision making process should be used.
5. The most effective president is one who can achieve a balance between being an autocrat and a democrat, knowing when to be one or the other or a combination of both. It is not easy and comes with practice and regular self assessment.
6. Delegate tasks - aside from the overall responsibility for administration, your main role is provide support, feedback and lots of praise, not to take on tasks that should be performed by other committee members.