The President is the principle leader of the .......... Club and has overall responsibility for the .......... Club’s administration.

**Responsibilities To**

The President is elected by the .......... members and responsible for representing the views of the .......... members.

**Responsibilities and Duties**

The President should:

* Manage and chair all general meetings and committee meetings of the club.
* Provide a casting vote at general and committee meeting of the club in the event of equality of voting.
* To provide a final ruling on any point of order at a General or Committee meeting of the Club.
* To be the spokesperson for the Club as required.
* Represent the club at local, regional and national levels.
* Act as a facilitator for club activities.
* Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

**Knowledge and Skills Required**

Ideally the President is someone who:

* Can communicate effectively.
* Is well informed of all organise activities.
* Is aware of the future directions and plans of members.
* Has a good working knowledge of the constitution, roles and the duties of all office holder and subcommittee.
* Is a supportive leader for all of the club’s members.

**Estimated Time Commitment Required**

The estimated time commitment required as the President of .......... Club is .......... hours per week.

The President is appointed for a .......... period.