

## **U3A BROADBEACH INC.**

### **POSITION DESCRIPTION – PRESIDENT**

The President has a dual role – as Chair of Management Committee meetings and as the Leader/Public Face of the organisation.

The Chair's role at a meeting is to ensure that:

- The agenda is prepared, usually with the help of the Secretary
- A report is provided to each meeting of the committee regarding the activities in the period since the previous meeting;
- The meeting starts and finishes on time
- Attendees, apologies and minutes are recorded accurately and in sufficient detail
- Meeting rules are followed
- Everyone gets a chance to speak on each topic
- Business is conducted in an orderly and courteous manner
- Discussion is focused on the agenda item of the moment
- The views of all members are respected
- Decisions are made according to the rules of the organisation
- Tasks are delegated appropriately and fairly
- All guests are welcomed and understand their rights at the meeting
- Minutes are signed as a true and correct record.

The President's role as a Leader includes to:

- Act as the leader of the Association and embody its principles and values
- Accept overall responsibility and accountability for the functioning of the organisation and ensure that the Management Committee is aware of and is fulfilling its governance responsibilities in compliance with applicable laws and bylaws
- Be the primary spokesperson for the Association
- Liaise with other bodies and attend meetings as a representative of the organisation
- Be the public face of the Association
- Be an ambassador for the Association
- Ensure that the Association is pursuing its strategic goals
- Ensure that the Association is achieving and maintaining good governance practice.

**This is an elected position in accordance with the constitution of U3A Broadbeach Inc.**