



ROLE OVERVIEW: PRESIDENT

GOVERNANCE	<ul style="list-style-type: none">• Provide leadership to the organisation• Ensure [in partnership with the Board] that the organisation’s objectives, goals and mission are being followed• Ensure [in partnership with the Board] that the organisation operates in an ethically, environmentally, and socially responsible fashion
PLANNING	<ul style="list-style-type: none">• Produce [in partnership with the Board] a Strategic Plan for the organisation• Ensure [in partnership with the Board] the review of the organisation’s Strategic Plan, and other consequential documents (Business Plan, Communication Plan, etc.)
MEETING	<ul style="list-style-type: none">• Ensure that appropriate Standing Orders are in place• With the Secretary, prepare the agenda in advance of each meeting• Chair Board meetings according to Standing Orders• Rule on issues of meetings procedure not covered in the Standing Orders• Report back to the Annual General Meeting on the situation of the organisation• Chair General Meetings according to Standing Orders
ADMINISTRATIVE AND MANAGEMENT	<ul style="list-style-type: none">• Chair the Executive Committee between Board meetings• Assign [in partnership with the Board] administrative duties to Board members• Personally carry out administrative duties as assigned• Manage the recruitment, induction, and training of Board members [in partnership with the Board]• Manage [in partnership with the Board] the assessment, review and renewal of the Board• Manage the organisation’s grievance procedures• Ensure the harmony of Board deliberations• Manage [in partnership with the Board] the succession of the President’s position
MEDIA	<ul style="list-style-type: none">• Under the organisation’s Media and Social Media Policy, serve as spokesperson for the organisation as appropriate
NEGOTIATION	<ul style="list-style-type: none">• Promote the organisation in the community as opportunities arise
FINANCE	<ul style="list-style-type: none">• With the Treasurer, ensure the organisation’s financial control procedures are adequate and that risk management strategies are in place
LEGAL AND ETHICS	<ul style="list-style-type: none">• Ensure that the modes of performance of all legal requirements are featured in the procedures manual• Ensure the performance of all legal requirements are fully documented and reported to the Board• Ensure that all legal requirements are met• Adhere to Living Positive Victoria’s Code of Ethics