



Whittlesea Community House Inc

POSITION DESCRIPTION

PRESIDENT

The President is the public face and internal leader of the Whittlesea Community House Inc. (WCHI). This role is shared with the Manager of the Community House. The President is the group leader, not the decision maker, for the management group. Ideally the role is a mixture of goal setter, motivator and rule keeper.

Responsibilities of the President

- management of the operations and meetings of the management group
- official representative of the organization
- an emergency decision maker on behalf of the management group
- the principal contact for the paid staff

The President is also responsible to make sure the management committee is working well by monitoring the operations and functions. Tasks of the President:

- help build a strong management committee by ensuring there is a balance of skills and expertise and that members are working co-operatively
- ensure that there are opportunities to gain skills and develop confidence
- identify conflict and take action to resolve it
- make sure the management committee takes action to fulfill their legal requirements
- ensure the committee acts within the philosophy and policies of the organization

The President should always make sure that meetings are properly convened within the correct notice, quorum, minutes, etc. Specific tasks:

- develop and prepare the agenda
- formally open and close meetings
- prioritize the business of the meeting, including adjourning the meeting or deferring items
- ensure there is a quorum
- encourage participation



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- motivate the group to take action
- facilitate meetings
- stimulate discussion on the agenda items
- make sure the minute taker has recorded the actions and decisions of the meeting

The President, as the official representative, may be required to:

- be the first point of contact with important external organizations or individuals
- sign official correspondence from the organization
- act as leader of ceremonies at public events

In a crisis, the President may be expected to make decisions or take urgent action. Organizational policy should outline circumstances whereby this may occur, clear policy is essential here.

Commonly, the President is responsible for supervising the Manager. Monthly meetings are often arranged to provide support, feedback and direction to the Manager.

Given the leadership role, the President of the Community House may wish to invest in their professional development and undertake self-assessment of their skills and seek training where necessary.