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Position Description

Position: President
Date: June 2015

Responsibilities:

- To steer the membership to achieve the objects for which the Club was established as outlined in the Club's Constitution and bylaws.
- To ensure the business of the ~~Bayside Off-Roaders Club Inc.~~ is transacted in a professional and lawful manner as outlined in the Club's Constitution. This includes maintaining public liability insurance (currently due by end May each year), membership of Four Wheel Drive Queensland (due by 30 June each year), and submission of the annual return to the Office of Fair Trading (due within one month after the AGM).
- To appoint a returning officer for the AGM, call for nominations for elected positions, and chair the AGM.
- To appoint members to non elected club officer positions
- To ensure management committee members are eligible for their positions in accordance with the Associations Incorporation Act 1981 61A (in relation to imprisonment or bankruptcy)
- To provide support, assistance and advice to Management Committee members.
- To monitor Management Committee workloads delegating tasks when required.
- To provide a President's Report for publishing in club magazine on a monthly basis.
- Where possible, to preside as Chairperson at all General and Management Committee meetings as outlined in the Club's Constitution.
- To supervise the preparation of meeting agendas.
- To ensure sufficient notice is given to members regarding Motions, Upcoming Events and Meetings.
- To check on the accuracy of the minutes that are to be presented to the meeting for confirmation.
- To be familiar with any correspondence or other material that may be brought forward during the General Business of meetings.
- To arrive at the meeting venue early to arrange the venue and ensure that relevant material is available.
- To ensure that a quorum is present prior to opening the meeting and throughout the duration of the meeting as defined in the Club's Constitution.
- To conduct the meeting in accordance with the agenda giving all members an equal right to speak.
- To know and understand the Club's Constitution and By-laws to ensure the smooth passage of business.
- To help the meeting to find suitable words for Motions.
- To call for seconds for motions prior to discussion.
- To control debating time by following appropriate meeting procedure, including allowing each person to speak only once (except the proposer of a motion who has right of reply), suppressing irrelevant remarks, tedious repetition and long winded contributions, and calling for a vote after a reasonable selection of members has spoken for and against (typically three each).
- To be fair, impartial, enthusiastic, efficient, confident, tactful, courteous, patient, responsible and display common sense.

Records:

- All files and or work in progress is handed over to the successor (or as determined by president /vice president) when the position is vacated.



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Reporting:

- To report on progress/outcomes of projects undertaken by the Management Committee on behalf of the General Membership.
- To have oversight of and support the 4wd Qld rep.

Financial Authority:

- Authorised to be one of the two signatories required on club cheques.
 - As ratified by the Management Committee upon presentation of a proposal.
- NOTE: All expenditure is to be approved or ratified at a Management Committee Meeting prior to purchase of goods or payment of accounts,

Records:

- Nil