



ACT Walking for Pleasure Inc.

RESPONSIBILITIES AND GUIDANCE FOR PRESIDENT

The President is an elected (volunteer) office bearer of ACT Walking for Pleasure Inc. (the Club), and has overall responsibility for the proficient operation of the Club in accordance with its Constitution.

The President is responsible to:

The Committee and the general membership for the proficient operation of the Club.

Primary duties and responsibilities:

- Representing the Club to the general public and at invited forums, both community and government based
- Promoting the activities of the Club to the general membership and the public
- Supporting the activities of the Committee members
- Chairing Committee Meetings
- Chairing the Annual General Meeting
- Ensuring that planning and budgeting for the future of the Club is carried out in accordance with the wishes of its members
- Writing a quarterly encouragement and news report for *The Capital Wanderer*
- Prior to the AGM, contacting members in Other Positions in the Club and ascertaining if they want to continue or not

Knowledge and skills required:

Ideally the President is someone who

- Can communicate effectively, both orally and in writing, and who has good interpersonal skills
- Is positive and enthusiastic about the Club and its varied activities
- Is someone who participates in Club activities on a regular basis
- Is aware of future directions and plans of members and can provide leadership on issues
- Has a good working knowledge of the Constitution and the duties of office holders
- Is a supportive leader for all members of the Club
- Can arbitrate over any matters of dissent within the Club

Estimated time commitment required:

Approximately 1–2 hours per week for general duties

Approximately 2.5 hours per quarter for a committee meeting or the AGM

The President is elected for a 1-year term by the general membership. He or she may not remain in that role for more than 3 years.

This information is correct as at September 2018.