

### 1. Position Description

- 1.1 The President provides leadership in the governance and management of SCRDA.
- 1.2 The President facilitates the overall annual committee plan, assists the committee to prioritise its goals and keeps the committee focused by working within the overall management framework. At the operational level, the major function of the President is to facilitate effective meetings and organisational activities.
- 1.3 This position is a “Responsible Person” under the Australian Charities and Not-for-profits Commission Act and Regulations.

### 2. Responsibilities

- 2.1 **Knowledge.** To successfully undertake the role of President requires the person:
  - 2.1.1 To be well informed of all SCRDA activities.
  - 2.1.2 To have a good working knowledge of the Association Rules, Policies & Procedures and duties of other Management Committee members.
  - 2.1.3 Understand the legal and compliance obligations of SCRDA.
- 2.2 **Governance.** Key governance responsibilities include.
  - 2.2.1 Comply with the governance standards and duties of a responsible entity as defined in the Australian Charities and Not-for-Profits Act and Regulations.
  - 2.2.2 Ensure compliance and legislative obligations are met.
  - 2.2.3 Attend all committee meetings.
- 2.3 **Tasks specific to the role.**
  - 2.3.1 Chair and maintain order at all SCRDA meetings.
  - 2.3.2 Act as the primary ambassador of SCRDA in the wider community.
  - 2.3.3 Facilitate pathway for strategic planning.
  - 2.3.4 Enable a culture that supports attainment of SCRDA Objects.

### 3. Skills and Qualities Required

- 3.1 Be a team player with good people skills being able to inspire others to work towards SCRDA's goals and objectives.
- 3.2 Be a good listener, so as to understand the team whether it be the general membership or management so as to be able to communicate the appropriate priorities.
- 3.3 A good understanding of meetings and how to manage them to efficiently reach the appropriate decisions.
- 3.4 Good communication skills both verbal and written.
- 3.5 A general understanding of project management.
- 3.6 A general understanding of accounting practices with the ability to read a financial report.
- 3.7 Maintain confidentiality on relevant matters.

## 4. Handover

- 4.1 **Updating Key Documents.** Prior to the AGM review this Roles and Responsibilities document to ensure it continues to reflect the requirements of the role. Submit any updates for Committee approval prior to the AGM.
- 4.2 Ensure all other Committee members have reviewed their Roles and Responsibilities documents to ensure the incoming Committee has a relevant and current documents.
- 4.3 **Induction of Incoming President.** Train, mentor and support the incoming President.

## 5. Related Documents

- 5.1 Australian Charities and Not-for-profits Commission Regulation 2013, Division 45 – Governance Standards.