

## President

The President is the Club's principal officer and should work to maintain key relationships within and outside the Club. The President's duties and responsibilities include:

- 1) Preside at general meetings and Management Committee meetings.
- 2) Implement government legislative requirements for the conduct of the Club e.g., Covid.
- 3) Prepare an agenda for each Committee or General Meeting, in conjunction with the Secretary.
- 4) Have a good working knowledge of the Club Rules and By-laws.
- 5) Periodically review the Club's Position Description and endeavour to find appropriate members to fill both the Office and Non-office Bearer roles.
- 6) Be responsible for ensuring that the Committee fulfils its responsibilities for the governance and success of the Club.
- 7) Be a signatory for the Club for all legal and financial purposes.
- 8) Authorise all electronic communication distributed to members.
- 9) Provide regular newsletters to members, in conjunction with the Secretary