

Position Statement - President

Governance
Provide leadership to the ACHPER NSW
Ensure [in partnership with the Board] that the organisation’s objectives, goals, and mission are being followed
Work with the EO to ensure [in partnership with the Board] that the organisation develops in the appropriate direction
Work with the EO to ensure [in partnership with the Board] that the organisation operates in an ethically, environmentally, and socially responsible fashion
Planning
Produce [in partnership with the Board] a Strategic Plan for the organisation
Ensure [in partnership with the Board] the regular review and development of the Strategic Plan
Meetings
Ensure that appropriate meeting procedures are in place
With the Vice President and the EO, prepare the agenda in advance of the meeting
Chair Board meetings according to meeting procedures and constitution.
Rule on issues of meetings procedure not covered in the constitution.
Report to the Annual General Meeting on the situation of the organisation
Chair General Meetings according to constitution.
Administrative & Management
Chair the Executive Committee between Board meetings
Liaise with Board committee chairs and report to the Board where appropriate
Assign [in partnership with the Board] administrative duties to Board members and volunteers
Ensure that appropriate recruitment policies and procedures are in place for EO and other staff
Oversee the recruitment of the EO
Ensure that appropriate personnel policies and procedures are in place for EO and other staff
Oversee the annual performance review of the EO
Oversee the succession of the EO

Manage the business of the Board
Oversee the management of the recruitment, induction, and training of Board members [in partnership with the Board]
Oversee the management [in partnership with the Board] of the assessment, review and renewal of the Board
Oversee the management of the organisation's grievance procedures
Ensure the harmony of Board deliberations
Manage [in partnership with the Board] the succession of the position of Chair/President.
Serve as liaison with the EO and, through them, to the staff
In consultation with the EO, report to the Board on staff management issues
In consultation with the EO, draw up EO succession policy
Media and promotion
Under the organisation's Media Policy, serve as spokesperson for the organisation as appropriate
Promote the organisation in the community as opportunities arise
Negotiation
Work with the EO in negotiation with other organisations; report to the Board
Legal
Ensure that <ul style="list-style-type: none"> • all legal requirements are specified in the procedures manual and monitored / checked off by the Chair • the performance of all legal requirements is reported to the Board • the performance of all legal requirements is fully documented.
Ensure that all legal requirements are met
Finance
With the Treasurer, oversee the EO to ensure that the organisation's financial control procedures are adequate and that risk management strategies are in place
Other duties
As for Board members – see position description

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