

JOB DESCRIPTION – PRESIDENT

The president is the figure head of the incorporated association and consequently plays a key role in the success of the organisation. There is no one model of the successful attributes of a president.

The president has many other duties apart from chairing meetings. He is head of the organisation, and should give public recognition for all the good work, and show appreciation for any help he receives. He is the representative on all public occasions, and must make no statement contrary to the policy of that body. He should make the members feel welcome at all times.

He is the captain of a team and should try to use the abilities of its members for the benefit of the organisation, and the cause it works for, regardless of his personal likes and dislikes. He should try to discover the hidden talents of the members, and encourage their development.

He should try to keep harmony among the members and be quite unbiased in all his actions. Should factions develop he should not remain aloof, but listen to both sides, and try to reconcile their views.

He should not expect perfection from his officers, but should not put up with inefficiency. He should have a private talk with anyone who fails to do a good job, and not show him up publicly till persuasion proves useless.

The most important attributes of a good chairman are impartiality, firmness, tact and commonsense. Other useful qualities are courtesy, patience and tolerance.

Essentially the president is a leader of the association.

The Legal Duties of the President:

- The president is responsible for chairing meetings of the management committee and other general meetings.
- The president forms part of the management committee
- The president maintains meeting order