

PRESIDENT JOB DESCRIPTION NOCC

Overall role

The President is the principle leader of the NOCC and has overall responsibility for the NOCC management.

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings and provide overall leadership of the club.

Responsible To

The President is elected by the NOCC members and responsible for representing the views of the NOCC members.

Responsibilities and Duties

The President should:

- Provide overall leadership for the good governance of the club.
- Manage committee meetings.
- Manage the annual general meeting.
- Represent the club at local, regional, state and national levels.
- Act as a facilitator for club/group activities.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

Knowledge and Skills Required

Ideally the President is someone who:

- Can communicate effectively, lead and motivate people
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all NOCC members
- Can maintain confidentiality on relevant matters
- Can work productively with other club management officers

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the President of NOCC is approximately 2-6 hours per week.

The President is appointed for a one year term.