

# Kingborough Gymnastics Committee Inc.

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## Job descriptions

### President - Kingborough Gymnastics Committee

The President is the principle leader of the Kingborough Gymnastics Committee and has overall responsibility for the Committee administration.

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee priorities 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.

#### **Responsible To**

The President is elected by the Kingborough Gymnastics Committee members and responsible for representing the views of the members.

#### **Responsibilities and Duties**

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

#### **Knowledge and Skills Required**

- Can communicate effectively
- Is well informed of all organization activities
- Is aware of the future directions and plans of the Club
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all organizations members

#### **Estimated Time Commitment Required & Period of Appointment**

The estimated time commitment required as the President is one to two hours per week. The President is appointed for a 12 month term from the annual general meeting.

