

Role of the President

The President is the principal leader of the Club/Society and has overall responsibility for the club's/societies' administration.

1. A major role of the President is leading the annual planning of the Club/Society (consistent with the views of members), help the committee prioritise its goals and then try to keep the committee on track by working within that overall plan.

Club/Society and committee members should have a sense of what they are trying to achieve and a plan developed for this purpose is essential. The President leads this process.

2. Another role is to facilitate effective management of club/society meetings and the President may be required to provide a Presidents report. Form 172 Club Society President Report is available.

JCUSA has information on running Annual General Meetings, Ordinary Meetings and the records that are required to facilitate an effective meeting. JCUSA has created resources that can be utilised for these meetings.

3. The President is responsible for ensuring all members have completed an induction program that includes but is not limited to information on:
 - Ethics and integrity;
 - Consent and sexual safety;
 - WHS including;
 - duty of care;
 - Safety Data Sheets;
 - risk assessments to ensure management of risks;
 - Discrimination, bully and sexual harassment;
 - Evacuation of the building they meet in;
 - Safe Food handling;
 - Hazardous manual handling; and
 - Use of JCUSA equipment such as BBQs, tables etc.

A JCUSA program that contains the above information is available.

4. The President is responsible for coordinating the Clubs/Societies overall activities and administration. The role involves being the spokesperson for the Club/Society, calling and chairing meetings, ensuring that communication with members and the JCUSA Office is carried out and that JCUSA SSAF grant acquittals and Annual General Meetings take place in the specified time.
5. Most importantly, the President must maintain a close relationship with the Townsville/Cairns Campus Officer as all club correspondence is sent to them. This includes bank statements, bills, notices, etc. It is therefore imperative that the President communicates with the rest of the Executive about this correspondence or the Club/Society could miss out on deadlines.

6. It is up to each Club/Society to determine the expectations and the role of the President, however they generally include:
- a. Co-ordinating Club/Society activities;
 - a. Being the chief spokesperson for the Club/Society;
 - b. Chairing General and Ordinary meetings;
 - c. Acting as the Club's/Societies first representative to all external bodies;
 - d. Being a signatory for the Club's/Society's bank account and all financial transactions;
 - e. Helping to advise and support all members of the Club/Society;
 - f. Delegation of tasks;
 - g. WHS of self, members and others;
 - h. Financial responsibility of the Club/Society;
 - i. Ensuring legislative requirements are met;
 - j. Policy and procedure development;
 - k. Recordkeeping requirements;
 - l. Managing behaviour and dealing with conflict management; and
 - m. Ethical and responsible critical decision making.

Decision Making

The President has the responsibility to determine what decision-making process should be used and they must align to they must align with the Club's/Societies' rules.

Because of the nature of the position, there is often the need for the President to make informed decisions. To avoid making a wrong decision or not making one at all, the President should adhere to the following:

- a. Be decisive;
- b. Listen to all involved by using active listening skills;
- c. Explore all alternatives and encourage input from all members;
- d. Do not become emotive and/or use emotive or inflammatory language when dealing with issues;
- e. Decide on small matters promptly;
- f. Make decisions with firmness;
- g. Act upon the chosen decision;
- h. Confirm that the decision is aligned to the club's purpose and long term plan;
- i. Determine what the implications of the decision are (financial, legal, etc.); and
- j. Be fair, equitable, lear and transparent.