# (association/ club)

# BOARD MEMBERS ROLE DESCRIPTION

**Post title:** Softball Presidents / Vice Presidents Role Description

**Term:** (This should be outlined in the Associations/clubs constitution)

**Estimated time commitment per week:**

*(note: Check with what is also outlined in the Associations/clubs constitution and make sure it is included in this document as your constitution defines how your association or club should be run)*

**Function of the (association) board**

**Purpose of the Presidents Post**

The President is the principle leader of the *(association / club)* and has overall responsibility for the *(association/ club)* organization.

The President sets the overall annual board agenda (consistent with the views of members), helps the Board prioritise its goals and then keeps the Board on track by working within that overall framework.

**Purpose of the Vice Presidents Post**

In the absence of the President, the Vice­President shall assume the duties of President

**Responsible To**

The President and Vice President are elected at the AGM by the (association/ club) members.

The President and Vice President shall be accountable to the Membership of the (association/ club) and can serve for more than one term of office.

**Responsibilities and Duties**

The President should:

* Manage/Chair the Annual General Meeting and Special General Meetings
* Represent the (association/ club) at local, regional, and national levels as required.
* To represent (association/ club) at all ceremonial and official events as required.
* To ensure that the Boards major involvement is with the intended long term achievements of the (association/ club)

**Knowledge and Skills Required**

Ideally the President is someone who:

* Can communicate effectively.
* 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 organisations members.