

PRESIDENT POSITION DESCRIPTION

The President provides leadership to the Board. The President is accountable, and responsible, to the Board and the ALCA membership.

REQUIREMENTS:

The President of ALCA will:

- Have been a Director of the ALCA Board for at least two years prior to election;

The President will have the ability to:

- lead a decision-making group;
- analyse and discuss issues of policy and organisational process;
- delegate activities to appropriate individuals,
- identify issues for discussion and action
- ensure Directors of the Board work to allocated deadlines;
- represent ALCA when called upon to do so by the Board.

FUNCTIONS AND RESPONSIBILITIES

In addition to the Board Director's Position Description, the President will:

- Establish in conjunction with the Board and support of the membership the overall short and long term goals, objectives and priorities for ALCA in meeting the needs of the membership
- Be the primary spokesperson for ALCA to the media and community at large
- Enhance relationships with other affiliate organizations and professional bodies
- Represent the organization to appropriate Government agencies and relevant International groups
- Signing authority on behalf of the Board for financial and legal purposes
- Chair all Board meetings;
- In conjunction with the Secretary set Board meeting agendas
- Confirm all board meeting minutes prior to distribution to the members
- Work with the Treasurer, the Executive Officer and the Board to promote fiscal responsibility in all financial matters pertaining to the organization
- Promote effective communication within the Board and support each individual Board Directors by:
 - Responding appropriately and in a timely manner to any communication addressed to the President and or the National Board;

- Address areas of conflict within the Board and where the conflict cannot be resolved, seek appropriate mediation
 - Fostering a positive working relationship with other Board Directors, the Executive Officer and any casual staff
 - Undertaking annual performance appraisals with the individual Board directors.
 - Orient the incoming President to the role and transfer all relevant materials and files to the incumbent within two weeks of taking office.
 - Promote professional development of the Board Directors
- Assume responsibility as the direct line manager of the Executive Officer by:
 - Maintaining effective communication with the Executive Officer
 - Providing support and guidance to the Executive Officer to attain key performance indicators.
 - Undertaking annual performance appraisals of the Executive Officer.
 - Promote professional development of the Executive Officer

TERM OF OFFICE

As per the ALCA Constitution, Rule 14.10, a one year term is renewable for up to another three terms (total of 4 years as President). When the individual's circumstances warrant it, resignation may be tendered in writing to the Board. Likewise, when circumstances warrant, the President can be removed from office by a majority vote of the Board. The President's authority to act on any issue can also be suspended by a majority vote of the Board.

EQUIPMENT REQUIRED

As per Board Director job description

TIME COMMITMENT

Minimum: 10 hours per week.

I _____ have read and accept the requirements of this Position Description.

Signature: _____ Dated _ / _ / _