

LEUKODYSTROPHY AUSTRALIA

ROLE DESCRIPTION & TERMS OF AGREEMENT FOR PRESIDENT

(Name of President)

President Role Description & Person Specification

The President has a strategic role to play in representing the vision and purpose of the organisation. The President ensures the management committee functions properly, that there is full participation at meetings, all relevant matters discussed and effective decisions are made and carried out.

Ensure the management committee functions properly

- To plan and run meetings in accordance to the governing document.
- To ensure matters are dealt with in an orderly, efficient manner.
- To bring impartiality and objectivity to meetings and decision-making.
- To facilitate change and address conflict within the board.
- To review governance performance and skills.
- To plan for recruitment and renewal of the Committee of Management.

Ensure the organisation is managed effectively

- To liaise with the Office Manager, as appropriate, to keep an overview of the organisation's affairs via weekly operational meetings @ 2 hours approx.
- To co-ordinate the committee to ensure responsibilities for particular aspects of management (e.g. personnel matters, financial control etc) are met and specialist expertise is employed as required.
- To facilitate change and address conflict within the organisation, liaising with the Office Manager to achieve this.
- Meeting any requirements of funding/donor agreements.
- Making sure Membership, networking and community support of Leukodystrophy Australia are maintained.
- Making sure Policies & Procedures, as set down in the Leukodystrophy Australia Policy & Procedures Manual are followed.

Provide support and supervision to staff

- To directly line manage the Office Manager and Family Advocate via weekly teleconference meetings.
- To sit on appointment and final appeal grievance panels, as appropriate.

Represent the organisation

- To communicate effectively the vision and purpose of the organisation.
- To advocate for and represent the organisation at external meetings and events.
- To be aware of current issues that might affect the organisation.

Qualities and Skills Required

- Good leadership, communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.
- Tact and diplomacy.
- Understanding of the roles/responsibilities of a management committee.
- Experience of organisational and people management.
- Knowledge of the operating environment for charities in Australia

<https://www.acnc.gov.au/>

Time Commitment: The role of President requires an estimated commitment of approx.16 hours/month.

I agree to carry out and accept the responsibility with other members of the Committee of Management for the items listed above.

Additionally, I agree to:

- make sure regular Management Committee meetings are held;
- encourage other Management Committee members to attend meetings;
- draw up an agenda for the meetings with the assistance of the Secretary and/or the Office Manager;
- prioritise agenda items and set time limits so the meeting time is adhered to;
- lead the meeting through the agenda, keeping discussion relevant and decision making clear and encouraging broad participation;
- sign the minutes after they have been confirmed as an accurate record of the previous meeting and return to Office Manager;
- make sure meetings are run in accordance with Leukodystrophy Australia’s Model Rules;
- act as a spokesperson for Leukodystrophy Australia;
- stay in touch with day-to-day happenings in the service through the Office Manager and Family Advocate via weekly operational meetings @ approx. 2 hours.

Attendance at Meetings

I agree to attend all scheduled and extraordinary Management Committee meetings. If I am unable to attend a meeting, I agree to give the maximum notice possible.

Resignation of Member

In the event that I must resign, I agree to give one month’s notice in writing and will make every effort to find a replacement person for the Management Committee.

Expulsion of Member

I am aware that I can be expelled from the Management Committee as per the Model Rules, for missing three meetings in a row without providing acceptable reasons.

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(Signed)

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(Date)