

Wellington Tramping & Mountaineering Club

Role Description



Revised February 2016

Position: President

Responsible to: General Committee

Responsible For:

1. Ensuring that the activities of the Club are directed to the achievement of the aims and objects of the Club as defined in the Constitution.
2. Ensuring that the activities of the Club are in accordance with the objectives of the members as specified at General Meetings from time to time.
3. Chairing General Meetings of the Club and meetings of the Club's General Committee.
4. Ensuring that all Club officers carry out their assigned functions effectively.
5. Ensuring that the Club is represented at meetings of other organisations where this is in the interests of the Club and where the Club is entitled to make such appointments.

In particular the President is responsible for:

1. Co-ordinating, supervising and encouraging Club officers in their management of Club affairs.
3. Ensuring that, according to the Club's constitution:-
 - Annual General Meetings of the Club are held,
 - Nominations for office holders and General Committee members are called for and accepted,
 - The Club's Annual Report, Statement of Accounts, and Balance Sheet are prepared and approved for presentation to Annual General Meetings.
4. Acting as a signatory in the operation of the Club's bank accounts.
5. Ensuring that complaints are appropriately responded to.
6. Ensuring that special Club appointments are made or reviewed as necessary.

Membership of Committees:

The President is an ex-officio member of all Committees and Sub-committees established by the Club.

Liaison:

The President is responsible for maintaining regular liaison with all Club officers.

Financial Authority:

The President has authority to make urgent payments due without prior approval by the General Committee where these payments are in accordance with an established pattern.