



President

1. Purpose

The purpose of this role is for the President to:

- Represent the association and conduct the business of the association as defined by the Constitution and By-Laws.
- Manage and Lead the Executive Committee so that they achieve the Association's goals and fulfil the Association's mission.
- Preside over all meetings of the association and the Executive Committee Members

2. Nature and Place of Role

- The members shall elect a President of the Association at the Annual AGM held in the month of February each year.
- Abide by the powers of the Executive Committee as outlined in section 10 of the constitution
- The role shall report to and be accountable to the members of the Association
- Direct Reports that are non Executive Members currently include:
 - The Hall Custodian

3. Principle Duties and Responsibilities

- The President of the association shall be the Chairman of any Executive or Annual General meetings at which they are present
- At every meeting the Chairman shall have a deliberative and casting vote on all issues proposed for approval at that meeting.
- Should the President not be available as above then they will appoint the Vice President to preside and failing that they will appoint a member of the Executive Committee who will be attending to preside
- They will be required to attend meetings with Executive Committee members outside of the monthly meetings, in particular those undertaking specific roles like the treasurer or those chairing sub committees.
- They will be required to meet with members from time to time.

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- They will be required to attend meetings with local Government representatives, council and neighbouring committees.
- They will be required to represent the association at local and other related events in order to promote and enhance the activities of the association.

4. Delegations

- The President will have the delegated authority to:
 - Approve all payments
 - Approve sub committees to deal with specific issues
 - Appoint sub Committee members and managers of the sub committees
 - Appoint people to manage roles should there not be an Executive member either qualified or available for the role. The roles covered under this delegation include The Secretary, The Treasurer, The Librarian, the Newsletter Editor, The Hall Custodian/Manager and any other such roles as may be identified

5. Hours required

- Prepare for and attend eleven Executive Committee meetings each year. Approx 5 hours per month.
- Attend meeting with Committee and Financial Members as required. Approx 3 hours per month
- Review reports and other documents as required. Approx 2 hours per month
- Attend meetings with other Associations, Council Representatives and attend events to represent the Waiatarua Community. Approx 3 hours per month
- Attend the AGM each year. Approx 5 hours

Total hours per year are Approx 150 hours.

6. Other

As a member of the Executive Committee the President will be required to attend planning sessions, local events and other functions from time to time.