

Position Description: President



Job Overview	
Job Title:	President
Club:	Insert Club Here
Responsible to:	The President is elected by the club members and responsible for representing the views of the members.
Position Description:	The President is responsible for chairing meetings and for generally promoting the aims and objectives of the pony club movement.
Responsibilities and Duties:	
	<ul style="list-style-type: none"> • Chair committee and/or executive meetings • Liaising with internal and external stakeholders • Manage the annual general meeting • Represent the club at local, regional, state and national levels • Act as a facilitator for club activities • Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
Knowledge and Skills Required:	
	<ul style="list-style-type: none"> • 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.
Working Conditions	
Period of appointment:	1 year
Time commitment	1-2 hours per week

I have read and understood the conditions of this position, including the Codes of Conduct guidelines and accept the position as described.

Signed: _____

Date: ___/___/___

Approved: _____

Date: ___/___/___

Approved: _____

Date: ___/___/___