

# **POSITION: PRESIDENT and VICE PRESIDENT**

## **OVERVIEW**

A member elected to this position is provided with the opportunity to guide the direction of her club whilst nurturing the club during the term of her presidency.

The President's objective is to achieve a high level of success for the club, including an emphasis on fun and friendship, so that the club aspires to the ideals and aspirations of VIEW and The Smith Family.

The President should strive to create a harmonious relationship between members of her committee and between the committee and club members and promote teamwork, provide guidance and mentoring to committee members as well encouraging the members to mix and meet other members both socially and at meetings.

The President should undertake to carry out the decisions made by a majority of the committee members and the club without prejudice or influence.

## **SKILLS AND KNOWLEDGE**

- Good organisational and management skills with particular sensitivity in communication and a good listener.
- Leadership skills
- Ability to motivate club committee/members.
- Commitment to the position.
- Highly organised, with future planning a particular strength.
- Sound knowledge of the rules of VIEW.
- Innovative.
- Willing to adopt new methods and practices to benefit the club.

## **DUTIES**

### **Meetings**

The President presides at all monthly and committee meetings of the club. She is responsible for guiding the activities of the club in accordance with VIEW rules and general policy.

- Meet with the committee 7- 10 days before the monthly meeting.
- Confer with the Secretary and together, prepare a detailed agenda for committee and monthly meetings.
- Conduct the meeting in a concise, business-like manner; maintaining order, keeping to the agenda and ensuring the meeting runs to time.
- Provide all committee members with the best possible information about any issue being considered.
- Be well prepared for meetings and have an open mind.

- From time to time matters will be discussed at committee meetings which are confidential and must not be discussed with people outside the committee. There will be various reasons for confidentiality, sometimes for the protection of privacy of an individual or club.

### **General**

- Lead and manage the club committee in a business-like manner, promote teamwork and delegate tasks where appropriate.
- Be conversant with the duties and responsibilities of all committee members.
- Ensure committee members are conversant with their roles.
- Accompany delegate to the first delegates' meeting of the year.
- Work together with the Vice President and all other committee members. Follow and encourage others to adhere to the VIEW Code of Conduct.
- Demonstrate enthusiasm and leadership within the club ensuring a positive, friendly attitude and considering the values, structure and purpose of VIEW and The Smith Family.
- Ensure guest speakers, special guests and visitors are made to feel welcome.
- Acknowledge and thank other clubs attending functions/birthdays etc.
- Introduce the guest speaker and their topic (the speaker's biographical details and topic introduction should be clarified well before the meeting) or delegate this task to the Assistant Secretary.
- Ensure the guest speaker and/or special guests are escorted to the door at the conclusion of the meeting.
- Support the Zone and National Councillor. Attend and provide a review/report at the Zone conference or similar event.

### **Membership**

- Encourage attendance at all club, zone and area activities, as well as other club birthdays. Invite other clubs to your functions and outings.
- If members leave the club, endeavour to find out why.

### **Succession Planning**

- Consider succession planning to encourage more members to take office.
- Consult with Zone and National Councillors to plan programs for the instruction and information of current and potential committee members.
- Lobby for new committee members early in the year – try for 2 new members each year to encourage new ideas.
- Involve members in club activities encouraging them to help out with jobs such as preparing raffles and hostessing.
- Build skills and confidence of club members by encouraging participation e.g. workshop training days.

**Administration**

- Ensure that the Secretary forwards copies of minutes, including the Treasurers Report, to National and Zone Councillor and the Delegate forwards the VIEW Volunteering form at regular intervals.
- Ensure that club newsletter is sent to the National and Zone Councillor each month.
- Notify National Office of outings/bus trips etc. at the beginning of the year or as organised for insurance purposes.
- Concerns and issues to be forwarded to National Councillor via Zone Councillor.
- All money collected by VIEW clubs belongs to The Smith Family, not individual VIEW clubs.

**VICE – PRESIDENT**

- Be conversant with the President's role so that she may take over her duties and responsibilities in the case of her absence.
- Support and assist the President in every way.
- Know the structure, aims and objects of VIEW.
- Organise members to assist committee as necessary.
- Greet new members, guests, etc if President is occupied.
- Assist in the role of any committee member who is absent.
- Other duties may be delegated to the Vice President, as required by the club.