



POSITION: President and Vice President

OVERVIEW

The President presides at all monthly and committee meetings of the club.

The President creates a harmonious relationship between members of her committee and between the committee and club members.

The duties and responsibilities are to:

- Display confident, supportive leadership and demonstrate commitment to the aims and objectives of VIEW and the work of The Smith Family
- Lead and manage the club committee in a business-like manner, facilitate communication and promote teamwork, provide guidance and mentoring to committee members.
- Create a friendly atmosphere, display enthusiasm and be inclusive as well as encouraging members to mix and meet other members both at meetings and socially.
- Be conversant with the duties and responsibilities of all committee members and ensure committee members are conversant with their roles
- Adopt new methods and practices to benefit the club in accordance with VIEW policies
- Promote succession planning to encourage more members to take on a committee role
- Support the Zone and National Councillor

Note:

President ensures that:

- the Secretary forwards copies of minutes, including the Treasurer's report, to National and Zone Councillor

Remember - everything discussed at a committee meeting is CONFIDENTIAL and stays in committee. It should not be reported outside the meeting except to the Zone and National Councillor if considered necessary by the committee.