



POSITION DESCRIPTION - PRESIDENT

Position title - President

Responsible to - The president is the principle manager of the Geelong Radio Control Car Club and has the overall responsibility for the clubs administration.

The president is elected by and represents the views of GRCCC

Objective - The president sets the overall annual general committee meeting agenda (consistent with the members view), helps prioritise its goals and then keeps the committee on track by working within the overall framework. Generally the overall objective of the president is to facilitate effective committee meetings.

Duties:

- Have a good working knowledge of the Constitution, rules, policies and procedures of all office bearers of the club.
- Ensure the clubs constitution, policies and all other significant documentation is current
- The President shall manage all club activities with the support of the Committee and be responsible for defining expectations and requirements, and taking appropriate action to ensure that the outcomes of the club are achieved.
- Monitor the yearly events calendar of all meetings, activities / deadlines.
- Be a Signatory on all cheques with the Treasurer.
- Monitor the clubs financial position (against an annual budget)
- Chairs all Committee meetings including the Annual General Meeting, ensuring that the meeting agenda is followed, that the meeting is conducted according to accepted behavior and all club matters are discussed and the best decisions are made in a timely manner.
- Provide or organise to solve "Conflict Resolutions" according to the clubs grievance procedure as written in the clubs Constitution.
- Provide a written President's Report to be forwarded to the Secretary prior to meetings so they are included in the clubs minutes.
- Represent the Club at AARCMCC Meetings as required (or nominate a delegate)
- Be part of the "Vic Racing" WhatsApp Group Discussion
- Attend and Chair committee meeting

- Liase with Bell Park Sport Club and attend meetings with them as required in the interests of furthering the club