QUDA President - Job Description

Functional Area: Management
Reports to: QUDA Board, QUDA Members

Description
The President is the principal leader of QUDA and has overall responsibility for QUDA’s administration.

The President sets the overall annual management committee agenda (consistent with the views of members), helps the Executive to prioritise its goals and then keeps the Executive on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

Duties
The President should:

- Manage committee and/or executive meetings.
- Act as a facilitator for QUDA activities.
- Manage the Annual General Meeting.
- Present a written report on the activities of the Association during the past year to the Annual General Meeting and for inclusion in the AFDA annual report.
- Represent QUDA at national levels.
- Ensure all business of QUDA is carried out in accordance with the Associations’ Constitution and policies.
- Assist the Executive in the creation, renewal and approval of new QUDA policies for good governance where needed.
- Ensure QUDA policies are upheld and reviewed/updated annually.
- Assist the Executive in the development of one-year operational plans.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes and best interests of the members.
- Oversee and manage grant and funding applications, implementations, acquittals and reports.
- Act as the public officer of QUDA liaising with members of the public, affiliated bodies and government agencies.
- Represent the Association at any function, meeting or event at which the Executive thinks it fit that the Association be represented.

The President also acts as the Committee Coordinator.

Appointment & Tenure
These aspects are determined by the Constitution. As of 2014, the President is elected through member vote at the AGM, for a term of 1 year.

Time Commitment
Estimated total hours
It is expected that the President will need to devote approximately 4 to 6 hours per week. Additional irregular meetings, activities and functions may required further time commitments but are not expected to exceed 10 hours in any given week.

**Essential and preferred times**

It is essential that the President be present at general & committee meetings. It is preferred that they are generally contactable between 8am and 9pm on most days, by email and/or phone.

**Place of work**

None provided

**Benefits**

These are determined by the QUDA Volunteer Benefits Policy. As of 2014, these include:
- QUDA jacket
- QUDA polo shirt
- QUDA t-shirt
- Some budget available for professional development
- 50c/km fuel reimbursement for approved Executive travel
- Free entry to the Queensland Hat

**Delegations of Authority**

The President may delegate their operational authority to a Chief Executive Officer (CEO), if one is appointed.

The President delegates their meeting authority to the Vice President in their absence.

**Responsible For**

The President is responsible for monitoring all members of the Executive and management committee. The President is also responsible for monitoring the performance of staff, including the Development Officer.

**Applicant Skills, Capabilities & Qualities**

Ideally the President is someone who:
- 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 of the organisation’s members
- Can communicate effectively and has good interpersonal skills
- Is positive and enthusiastic
- Is well organised
- Has strong written and verbal communication skills
- Has strong administrative, reporting, budgeting and analytical skills
- Is self-motivated, flexible and adaptable
- Has the ability to communicate with a range of people, including volunteers, sporting associations and government agencies
- Maintains professional self-presentation
- Holds a current drivers license