



THE POLOCROSSE ASSOCIATION OF AUSTRALIA INCORPORATED

Job Description

Last updated 7/10/05

Position:	PRESIDENT
Reports to	PAA Council

Main Purpose The President acts on behalf of the members in leading the Association. In conjunction with the Board it is his/her responsibility to set the Associations direction and to decide how to achieve these goals.

Specifically the President works to:

- ⇒ Be well informed of all organizational activities
- ⇒ Be aware of the future directions and plans of members
- ⇒ Have a good working knowledge of the constitution, rules and the duties of all office holders and sub committees
- ⇒ Manage Council, Board and/or committee meetings
- ⇒ Manage the Annual General meeting
- ⇒ Represent the Association at local, regional, National and International levels
- ⇒ Be a supportive leader for all organisation members
- ⇒ Act as a facilitator for the Associations activities
- ⇒ Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members

Appointment

The President is elected by the PAA Council in each year of odd numbers and normally for a term of two years.

Duties

To fulfill their duties the President has a number of responsibilities which are regulated by law and carry serious consequences if they are not carried out.

The President has a duty to:

- ⇒ Represent the best interests of all members. This duty is one of fidelity and trust, known as “fiduciary duty”
- ⇒ Act in good faith, in the best interest of the Association and for a proper purpose
- ⇒ As the principal leader he/she has overall responsibility for the organisations administration
- ⇒ Avoid conflicts of interest, and to reveal and manage conflicts if they arise.
- ⇒ Not use the “inside” knowledge he/she gains from being on a Board for personal gain.

- ⇒ Act with all the care and diligence that a reasonable person might expect to show in the role of President
- ⇒ Not let the Association trade whilst insolvent. The Board must not let the Association enter into any debts it may not be able to pay.

Selection

The President needs to have a mix of skills and experience that covers a broad range. In electing a President the Council should consider the skills and experience needed to lead the Association both now and into the future.

Personal qualities that are desirable in a President are

- ⇒ Strategic expertise – the ability to review the strategy developed by management through constructive questioning and suggestion
- ⇒ Accounting skill – the ability to read and comprehend material presented to the Board, in addition to understanding financial reporting requirements.
- ⇒ Legal skills – the Board’s responsibility involves overseeing compliance with numerous laws
- ⇒ Managing risk
- ⇒ Managing people and achieving change
- ⇒ Leadership skills including delegation and management aspects

Personal skills

Personal qualities that are desirable in a President

- ⇒ Honesty and integrity – boards only operate effectively if there is complete trust between the directors. Directors need to be able to raise and discuss matters in confidence in order to explore issues thoroughly and resolve them.
- ⇒ Courage – a President must have courage to question and speak up if they believe something is not right regarding an important decision or to challenge the Associations management if necessary.
- ⇒ Tact – Effective Presidents can work within a group and express a point of view or question forcefully, yet constructively.
- ⇒ Genuine interest in the Association and its business
- ⇒ An active contributor and team player
- ⇒ Effective communication skills and interpersonal skills.
- ⇒ Leadership qualities
- ⇒ Experience in conducting meetings