CLUB ADMINISTRATION ROLES

PRESIDENT

A President/Chairperson leads but does not direct, although he/she controls procedure, he/she is in charge of the meetings that are conducted for the benefit of the Members. The President’s role and responsibilities include:

♣Attending all meetings convened in accordance with the constitution and rules of the club

♣Chairing and conducting all meetings he/she attends under the rules of the club

♣Having the right to exercise his/her vote as a member and shall have the casting vote

♣Ensuring that all members are made aware of the objectives of the club

♣Using his/her best endeavours to achieve the objectives of the club

♣Exercising a watching brief over the whole of the administration of the club

♣Being responsible for the good order and discipline of the club

Meeting Hints for the President

♣Chairing all meetings of the organisation (unless directed otherwise in Constitution)

♣The Chairperson must appreciate the purpose of the meeting

♣Plan - determine prior to the meeting what should be accomplished, know what the meeting is all about.

♣Know the Constitution and standing orders for the conduct of meeting.

♣Start on time.

♣Follow the agenda strictly, unless directed otherwise by the meeting.

♣Know the order of the agenda.

♣An effective president/chairperson ensures there is fair discussion on each issue, and that all points are expressed before the meeting is called upon to reach a decision.

♣Keep the meeting moving in the desired direction, be firm but tactful on Members deviating from the point under discussion, ask the discussion be ‘kept to the point’

♣Help the meeting to come to agreement

♣Ensures the wishes of the meeting are carried out

♣Maintains order, but not so as to restrict constructive debate

♣Ensures legal formalities are observed

♣Be impartial - be there for the benefit of the meeting - be a leader

♣Rules on 'Point of Order'

♣Listen attentively and keep a concise summary of proceedings.

♣May impose a time limit

♣Directs the order of speaking - mover first then others

♣Attempt to get all Members to contribute to the meeting.

♣After adequate discussion it is essential that they summarise the points of view expressed, both for and against to make sure Members know clearly on what they will be voting.

♣Controls the meeting - stand and address meeting

♣Has the power of temporary adjournment, even power of ejection

♣May ask the substantive motions to be submitted in writing

♣May have a casting vote (whatever is in the Constitution)

♣Arise, and leave the chair, at the end of the meeting.

♣Once the meeting is closed, anything forgotten must be left till the next meeting.