

# Student Life Club President – Position Description

## 1. Objective of Role

The President of an RMIT Student Life Club is primarily responsible for ensuring the Club sets and meets its goals and objectives and is administered according to RMIT Student Life policies and procedures.

## 2. Responsibilities

The general responsibilities of the President are wide and varied and may include, but certainly not limited to the following responsibilities.

### 1. Knowledge

To successfully undertake the role of President the role requires the person:

- To be well informed of all club activities, especially those of all sub committees
- Have a good working knowledge club rules, RMIT policies and procedures as well as the duties of all office holders

### 2. Governance

Key governance responsibilities include ensuring the club:

- Attend and chair Club meetings
- Ensure required number of Club meetings are held and formally conducted
- Liaise with RMIT Student Life on a regular basis
- Ensure the Club asset register is current
- Ensure all RMIT Student Life policies and procedures are adhered to
- Promote diversity and inclusion between Club members and in Club activities and requirements
- Ensure all Club requirements are fulfilled
- Act as one of the cheque signatories for the Club bank account
- Ensure the Club attendance at events nominated by RMIT Student Life – including Club Development and Orientation Events
- Defines and documents its club culture and behaviours and continually communicates them to members, coaches, supporters and volunteers
- Ensures the club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- Along with the Treasurer, implements strong financial controls to protect the cash and assets of the club.
- Ensures the committee receive regular and accurate financial reporting, budgets and cash flow projections
- Ensure the health and safety of all club participants
- Ensure all complaints and disputes are immediately investigated and responded to according to RMIT policies, to maintain a safe and respectful environment
- All club activities are documented in operations manuals, policies and procedures
- Volunteers are trained and supported throughout the year to undertake their roles successfully

### 3. Meetings, communication and key relationships

Running meetings and communicating to stakeholders are core responsibilities of a club President including:

- Setting the agenda for each committee and general meeting, including the clubs AGM
- Chair all committee meetings
- Chair the AGM
- Regularly liaise with sub committees to ensure they receive assistance and support as and when they need it
- Ensure all sub-committees are regularly reporting to the committee.
- Liaise with all relevant stakeholders
- Ensure committee members, team manager and coaches fulfil their responsibilities to the club.
- Ensure the key stakeholder relationships of the club are maintained and nurtured

### 3. Requirements

The President is expected to:

- Act in the best interest of the members always
- Attend all Committee meetings
- Undertake the role in good faith and with honesty

If at any stage the President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

## 4. End of year hand over

### 1. Updating key documents

At the end of each year a key activity of the President will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the club secretary prior to the Annual General Meeting each year.

### 2. Induction of the incoming President

An important responsibility of outgoing President is to train, mentor and support the incoming President.

## Essential Skills and Requirements

- Can communicate effectively
- Is well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the club
- Can oversee organisational activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the rules of the club and the duties of all office holders
- Is a supportive leader for all members
- Able to chair committee or executive meetings.
- Unbiased and impartial on all issues.

- Receptive to change.
- Dedicated club person.
- Hold or willing to apply for a current volunteer “working with children” check