



KYNETON COMMUNITY & LEARNING CENTRE INC.

ROLE DESCRIPTION – PRESIDENT/VICE PRESIDENT

The Rules of the Kyneton Community & Learning Centre Inc. require the election of a President and a Vice President. The President chairs the Board of Management and the Vice President supports the President in his/her role and is expected to carry out the duties of the President in his/her absence.

Role of the President/Vice President

The role/s of the President/Vice President include:

- Governance**
 - Providing leadership to the Centre
 - Ensuring, in partnership with the Board, that the Centre's strategic direction is being followed
 - Ensuring, in partnership with the Board, that the Centre develops in the appropriate direction
 - Ensuring, in partnership with the Board, that the Centre operates in an ethically, environmentally, and socially responsible fashion
- Planning**
 - Ensuring, in partnership with the Board, the regular review and development of the Strategic Plan
- Meetings**
 - With the Minute Secretary, preparing the agenda in advance of the meeting
 - Chairing Board meetings according to the accepted Standing Orders
 - Reporting to the Annual General Meeting on the situation of the Centre
- Administrative & Management**
 - Chairing the Executive Committee between Board meetings
 - Assigning, in partnership with the Board, administrative duties to Board members and personally carrying out administrative duties as assigned
 - Managing the business of the Board
 - Managing the recruitment, induction, and training of Board members, in partnership with the Board
 - Managing, the assessment, review and renewal of the Board
 - Where appropriate, managing the Centre's grievance procedures

- Ensuring the harmony of Board deliberations
 - Managing, in partnership with the Board, the succession of the position of Chair
- Media** ▪ Under the Centre’s Media Policy, serving as spokesperson for the Centre as appropriate
- Promotion** Promoting the Centre in the community as opportunities arise
- Negotiation** Serving, as nominated by the Board, in negotiation with other Centres and or organisations
- Legal** Ensuring that
- the modes of performance of all legal requirements are included in the procedures manual
 - the performance of all legal requirements is reported to the Board
 - the performance of all legal requirements is fully documented
- Ensuring that all legal requirements are met
- Finance** With the Treasurer, ensure the Centre’s financial control procedures are adequate and that risk management strategies are in place
- Other duties** As for Ordinary Board members

Qualities and Skills:

- Understanding of and commitment to the Centre’s mission and vision
- Good communication and interpersonal skills
- Understanding of the statutory requirements of the role
- Financial literacy
- A willingness to be contacted on an ad hoc basis
- Ability to ensure decisions are taken and followed-up
- Well organised with an eye for detail
- IT literate

Time commitment required:

- The term of office for Board of Management members is 12 months
- The role generally requires a commitment of 25 -35 hours per month