



POSITION DESCRIPTION

PRESIDENT

Position Overview

- Has the overall responsibility to guide the development of the framework and direction of the Association in a mutually co-operative, consultative atmosphere.
- Shall work with the Co-ordinating Committee, Regional Groups and Sub-Committees to ensure that objectives are formulated and strategies developed.
- Liaises with all Sub-Committees and is required to ensure that the Association Co-ordinating Committee members as well as Sub-Committee members adhere to proper reporting procedures.
- Ensures that everything possible is done to achieve the Mission Statement and Goals of the Association and initiates and oversees activities of benefit to members.
- Works for the continuing growth and efficient operation of the Association.
- Shall be a financial member of the Association.
- Should be fully conversant with the Association's Constitution, Mission Statement and Goals, policies and procedures.

Primary Duties

Association Level

- Oversee all operations of the Association and ensure they are in accordance with the Constitution, Mission Statement and Goals, policies and procedures.
- Work for the continuing growth and efficient operation of the Association.

- Preside impartially at meetings of the Co-ordinating Committee, the Annual General Meeting, and relevant Sub-Committee meetings of the Association, facilitating effective outcomes and preserving order throughout.
- Liaise with Committee members in order to assist them to undertake their roles and responsibilities.
- Be an ex-officio member of all Sub-Committees appointed by the Association Co-ordinating Committee.
- Host educational and social functions organised by the Association in the (Brisbane) Metropolitan area.
- Market the Association and attract new members through the mechanisms of:
 - *Undertaking presentations, both verbal and written, on behalf of the Association to appropriate conferences, seminars, training courses, meetings and to affiliated bodies;*
 - *Maintaining a network of professional and personal contacts;*
 - *Liaising with relevant business contacts to advertise the Association's programme of activities;*
- Present a report to the Co-ordinating Committee each month.
- Act as spokesperson for the Association, representing ECTA to external organisations, including the media.
- Ensure Co-ordinating Committee meeting decisions are actioned, including delegated tasks.
- Receive reports from, and maintain close liaison with, each Sub-Committee within the Association.
- Prepare for the Association's Annual Report, an account of the Association's activities during the year.

Leadership Strategies

In undertaking these responsibilities the following strategies for effective leadership of the Association are:

- Endeavour to ensure that all members of the Co-ordinating Committee understand the Association's aims, objectives and vision.
- Endeavour to ensure that the Co-ordinating Committee is composed of committed members with a wide mix of skills and abilities.

- Make a point of devolving responsibility, authority and accountability to the Co-ordinating Committee members.
- Keep the Co-ordinating Committee informed about plans, proposed marketing strategies and other issues which impact on the image of the Association, and involve them in the decision-making process.
- Use skills of analysis, conceptual thinking, integration of ideas and abstract thinking to produce beneficial outcomes for the Association and its activities.
- Use sound presentation techniques and persuasive expression during individual, group and public speaking situations.
- Accept and welcome the advent of new office technology, concepts and knowledge and promote the benefits to and impact on our profession.

Expenditure Authority Level

As approved by the Association Co-ordinating Committee.