

FACT SHEET

Role of the President

It might sound impressive being the President of a club or society, but the position can be stressful and involve a lot of hard work.

The duties of a President vary greatly according to the club/society, but in general the President acts as chairperson and manager, the responsibilities are summarised below:

CHAIRPERSON:

- Preside over and run Committee, General, and Annual General Meetings of the Society.
- Be the public interface of the club/society, this being especially important to faculty societies.
- Have knowledge of meeting processes and an ability to phrase motions, run meetings, and coordinate activities.

MANAGER:

- Have a thorough knowledge of the club/society's constitution to ensure compliance with its provisions and prepare necessary changes.
- Oversee the administration of the club/society.
- Ensure that the elected officers of the club/society perform the prescribed duties as laid down in the club/society's constitution.
- Oversee, plan and coordinate the year's activities with the club/society Executive and the club/society members.
- Ensure that all other tasks necessary for the running of the activities of the club/society are performed, either through activity or delegation.
- Ensuring the Annual General Meeting takes place at the specified time.

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Role of the President

- Making sure that communication is passed on to your club/society members.
- Be familiar with budgeting (for example, to arrive at reasonable and realistic membership fees).
- Being a signatory for the Club/Society's bank account and all financial transactions.
- Helping to advise and support members of the club/society.

Information and resources on running effective Annual General Meetings and General/Committee Meetings can be found on the TUSA website under Community/ Clubs & Societies/ Resources & Info Library.

DECISION MAKING:

- Be decisive.
- Listen to all involved.
- Encourage input from members.
- Do not become emotive when dealing with issues.
- Decide on small matters promptly.
- Make decisions with firmness.
- Consider if decisions are aligned to the club's purpose.
- Determine what the implications of the decision are (financial, legal, etc.)
- Be fair, impartial and transparent.