



Archery Victoria			
Title:	Duty Statement		
Subject:	Duty Statement - President		
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0201. Duty Statement - President

President

Leads the Board

Demonstrates leadership; inspires trust and confidence in Board members; creates an inclusive environment; fosters collaborative processes; provides a positive public face to the organisation; demonstrates commitment to organisational values; resolves disputes; fosters development of the Board and ensures regular review of Board performance.

Establishes a dynamic and productive relationship with the Board

Establishes clarity about the role of the Board; delegates management to various Board Members; encourages trust and regular communication; provides direction to the Board in line with Club and Member decisions; and ensures Board Members engage constructively and honestly with other Board Members and their mentor Clubs.

Chairs regular and focused meetings

Adheres to clear agendas and timeframes for discussion, supports and focuses discussion, manages differences of opinion and ensures that clear outcomes are agreed; promotes Board Member engagement; calls special meetings of the Club, Board or Sub-Committees as required.

The President is a Board Member and is elected by the members of the Board to the President position in accordance with the Constitution of Archery Victoria (as amended from time to time).

1. Duties

- 1.1. Act as the Chair of Board and Annual General or Special General Meetings.
- 1.2. Manage the operations of Archery Victoria.
- 1.3. Work with Board Members in the preparation of Grant Applications.
- 1.4. Work with the Board to action the forward plan and direction of archery in Victoria.
- 1.5. Acquaint Board Members, Officers and others with their respective duties.
- 1.6. Manage the affairs of the Board and Committees.
- 1.7. Liaise with the Chief Financial Officer, the Secretary and other Board Members to establish annual and long term Budgets.
- 1.8. Ensures the Rules, Policies and Procedures are complied with.
- 1.9. Assist in the establishment of new Clubs and support of existing Clubs.
- 1.10. Undertake other duties as necessary for the good running and betterment of Archery in Victoria.
- 1.11. Act as Board Member for member clubs as determined by the AV Board.