

PRESIDENT - Position Description

1. Job Title:

President of the Australian Photographic Judges Association (APJA)

2. Position Overview:

The President is the public face of the Association, the contact person for every question anyone in the community may want to ask. They will also be the main advocate for everything APJA is trying to do, from supervising programming issues to facilitating committee and community meetings.

3. Role

3.1 The President is the primary representative of the Association by promoting both inside the organization and to the public its objectives personally and by direction. The President is charged with exemplifying the Associations ideas and strengths through their conduct and effort.

3.2 Communication is the single biggest responsibility of the President which can be carried out within the day-to-day functioning of the Association; communicating the concepts that go with the information.

3.3 Program awareness for the public and new ideas concerning the direction of the APJA will be communicated effectively and clearly from the President and Committee to each individual party.

4. Responsibilities

4.1 The President has the all-encompassing role of day-to-day management of the Association and is responsible for its basic functions.

4.2 A good balance of consultative business skills shall be demonstrated (accounting, basic business management and supervision), matched with public speaking, excellent understanding of social and photographic awareness and the image of the Association.

5. Essential Functions

5.1 The President is one of the Association's cheque-signers. Not managing the financial data, the role does include the conducting of fund-raising.

5.2 The President signs all official letters concerning changes in policy and letters to Committee members, Association members and government departments and so on. (Such official correspondence should be held on record by the Secretary and tabled at the subsequent management committee meeting).

5.3 The President has the legal duty of ensuring orderly and correctly conducted meetings by consensus (See also Model Rules and Robert's Rules of Order).

5.3.1 Responsibilities (Model Rules)

- (1) Subject to subrule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any committee meetings.

5.4 The President is to consult with the Committee to develop an agenda and directs the Committee's work. He/she will maintain the group's focus, stimulate group thinking, encourage and channel discussions, weigh the value of expressed ideas and suggestions, summarize constructive suggestions and seek out decisions. Ensure decisions are actively carried out.

5.5 The President will ensure that the entire planning program of committee work responsibilities will be thoroughly reviewed so that individual committee assignments can be made effectively. He/she will remain constantly informed regarding the progress of individual committee members' assignments.

5.6 The President shall have a vehicle, current driver's licence, email and mobile telephone.