Role DESCRIPTION – president AND Vice PRESIDENT



**IMPORTANT**

This template has been colour coded to assist you to complete it accurately. Example information is shown in <**blue writing>** and should be deleted or changed to black once you have finished customising to reflect service and constitution requirements.

**ORGANISATION PROFILE**

[Insert paragraph about the organisation]

Position Summary- President

Leading the Committee of Management (CoM) and acting as Chair at all meetings, this role requires an efficient, positive, reliable, and trustworthy person, who can motivate and delegate. Highly desirable competencies of a President include good stakeholder relationship skills, strong delegation and planning skills and a willingness to be a key point of contact for governance and legal purposes. It is an expectation that all executive CoM members know and understand the constitution and that they take a team approach, sharing governance tasks and obligations. The tasks listed below have been assigned to roles, but many are shared between the executive and can be shared amongst the wider CoM, as required.

**Note:** The Vice-President in particular, shares in many of these governance tasks and can act in the President’s absence.

Principal Responsibilities

* Chair committee meetings and the Annual General Meeting (AGM)
* Serve as a member of the Executive Committee along with the Secretary, Vice-President and Treasurer
* Create a constructive and productive atmosphere for democratic decision-making
* Exercise an appropriate level of control/have a casting vote in the case of a tied vote (check constitution)
* Work closely with the Secretary to assist in the planning and preparation of agendas for all meetings
* Play a leading role at the AGM and supports an efficient handover to the new CoM
* Know all Committee members and their various roles and duties
* Know the Constitution and adheres to these governing ‘rules’
* Represent the CoM (who is the Approved Provider of the service) and is generally listed as a Person with Management or Control of a service (PMC). There can be more than one CoM member listed as the PMC
* Represent the CoM as the Head of Organisation for the Reportable Conduct Scheme (see Commission for Children and Young People/CCYP). Only one person is nominated for this role
* Ensure that all statutory and legal requirements are met, and understand regulations and rules that govern the operations of the service
* Lead succession planning and effective hand-over to future CoMs
* Meet with DE, ELAA and other organisations as required
* Work closely with the Secretary on the preparation and implementation of the AGM and assists in the preparation of the agenda, reports and welcome packs for the next CoM
* Lead employee management and development, including staff recruitment and schedules
* Work closely with the preschool Business and HR Manager, if any
* Undertake any further requirements as they arise.

**Vice-President Responsibilities**

* Active member of Executive Committee alongside the President, Secretary and Treasurer
* Assist President with all the of afore mentioned duties
* Deputise for the President when required
* May take responsibility for a specific area of governance or task/s from the duties’ list

Term of Office

The President will be appointed/elected initially for a term of [insert number of years as per the constitution].

Time Commitment

The time commitment required of a President involves approximately [state estimated hours per week/month].

Skills

|  |  |
| --- | --- |
| General skills | Business related competencies  |
| * Relationship building
* Impartiality
* Communication
* Emotional intelligence
 | * Compliance facilitation
* Collaborative leadership
* Organisational insight
* People management
 |

Key Information

|  |  |
| --- | --- |
| Email address and password: | [INSERT] |
| IT username and password: | [INSERT] |
| Document storage via [INSERT]:  | [INSERT] |
| Relevant passwords: | [INSERT] |
| Key contacts: | [INSERT] |
| Distribution list/s: | [INSERT] |
| Key dates: | [INSERT] |
| Key methods of communication: | [INSERT] |