

# President

<b>Responsible to:</b>	<ul style="list-style-type: none"> <li>• Committee of Management</li> <li>• Membership</li> </ul>
<b>Overview:</b>	Responsible for leadership and management of the organisation and ensure that its business is conducted on a sound basis and in accordance with policies laid down by the Committee
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Ensure that the objectives, policies, plans and programs for the organisation as a whole are communicated to and understood by the members.</li> <li>• Recommend to the Committee broad objectives and changes in overall policies.</li> <li>• Review and recommend to the Committee short and long-term plans that will best meet the organisation’s purpose and objectives</li> <li>• Preside over meetings of the Committee (if unavailable, the Vice President presides)</li> <li>• Encourage people to respect deadlines to help meet objectives of the organisation</li> <li>• Represent the organisation to the public, aiming to most effectively promote the organisation’s image</li> <li>• Organise the AGM and publication of the Annual Report in conjunction with the Treasurer and Class Co-ordinator</li> <li>• Provide monthly reports (even if ‘nil’) to and attend U3A Knox Committee meetings regularly</li> <li>• Understand U3A Constitution, Code of Conduct, policies</li> <li>• Act in accordance with U3A Constitution and Code of Conduct, and purpose at all times</li> <li>• Work in cooperation with fellow members of the Committee</li> </ul>
<b>Works With</b>	