

WELLINGTON PETANQUE ASSOCIATION

PRESIDENT-POSITION DESCRIPTION

Purpose of the Role

The role of President is one of three Management positions within the Wellington Petanque Association (WPA). The President has a strategic role in representing the vision and purpose of the Association. The President ensures that the Management Committee functions properly, that there is full participation at meetings, all relevant matters are discussed and the effective decisions are made and carried out.

General Financial Functions:

- To plan and run meetings in accordance to the governing document
- To ensure matters are dealt with in an orderly, efficient manner
- To bring impartiality and objectivity to meetings and decision-making
- To review governance performance and skills
- To plan for the replacement of the other two positions on the Management Committee

Effective Management of the Association:

- To liaise with the Treasurer and Secretary, as appropriate, to keep an overview of the Associations affairs
- To make a presentation of the accounts at the annual general meeting (AGM)
- To co-ordinate the committee to ensure responsibilities for particular aspects of management (e.g. secretarial and financial) are met
- To facilitate change and address conflict with the Association liaising with the Management Committee to achieve this
- To sit on any disciplinary panels as required
- Liaise with WPA clubs within the region
- Liaise with Petanque NZ as required
- Be aware of the current issues that might affect the Association

Qualities and Skills Preferred

- Good leadership skills
- Good communication and interpersonal skills
- Ability to ensure decisions are taken and followed up
- Good time-keeping
- Tact and diplomacy
- Impartiality, fairness and the ability to respect confidences
- Experience of organisational and people management
- Understanding of the roles/responsibilities of the Management Committee