



Position Description

President

Reports to: The QPA Management Committee

Main Purpose: The President acts on behalf of the members in leading the Association. In conjunction with the Management Committee, it is his/her responsibility, in conjunction with the Management Committee, to set the Associations direction and decide how to achieve these goals. The President acts as the Management Committee Chairperson. The Chairperson is a first among equals, fulfilling the role of servant leader to the Management Committee.

Specifically the president works to:

- Be well informed of all organized activities
- Be aware of the future directions and plans of members
- Have a good working knowledge of the construction, rules and duties of all office holders and sub committees
- Manage Executive and/or committee meetings
- Manage the Annual General meeting
- Represent the Association at local, regional, national and international levels (when required)
- Be a supportive leader for all organisation members
- Act as a facilitator for the Associations activities
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members

Appointment: The President is elected by QPA members biannually. Anyone nominating to hold the President's position must be a financial member of the QPA

To be a President, a person must not be:

- Bankrupt
- Under 18 years of age
- Mentally incompetent

Duties: To fulfil their duties the President has a number of responsibilities which are regulated by law and carry serious consequences if they are not carried out.

The President has a duty to:

- Represent the best interest of all members. This duty is one of fidelity and trust, known as "fiduciary duty"
- Act in good faith, in the best interest of the Association and for a proper purpose
- As the principal leader he/she has overall responsibility for the organisations administration
- The President has no voting rights unless the meeting voting is equal, ie the President's vote is only utilised as a deciding vote.
- Avoid conflicts of interest, and to reveal and manage conflicts if they arise

- Not use the “inside” knowledge he/she gains from being in the Management Committee for personal gain.
- Act with all care and diligence that a reasonable person expect to show in the role of President
- Not let the Association trade whilst insolvent and must not let the Association enter into any debts it may not be able to pay.

Selection

The President needs to have a mix of skills and experience that covers a broad range. In electing a President the members should consider the skills and experience needed to lead the Association both now and into the future.

Personal qualities that are desirable in a President:

- Strategic expertise - the ability to review the strategy developed by management through constructive questioning and suggestion
- Accounting skill - the ability to read and comprehend material presented to the Management Committee, in addition to understanding financial reporting requirements.
- Legal skills - overseeing compliance with numerous laws
- Managing risk
- Managing people and achieving change
- Leadership skills including delegation and management aspects

Personal Skills that are desirable in a President:

- Honesty and Integrity – Management only operates effectively if there is complete trust between the executives. Executives need to be able to raise and discuss matters in confidence in order to explore issues thoroughly and resolve them.
- Courage – a President must have courage to question and speak up if he/she believe something is not right regarding an important decision or to challenge the Associations management if necessary.
- Tact – Effective Presidents can work within a group and express a point of view or question forcefully, yet constructively.
- Genuine interest in the Association and its business
- An active contributor and team player
- Effective communication skills and interpersonal skills
- Leadership qualities
- Experience in conducting meetings