

Tuberos Sclerosis Australia (TSA)

President Position Description

Governance

- Provide leadership to the committee
- Ensure, in partnership with the committee and CEO, that the organisation's objectives, goals and mission are being followed
- Ensure, in partnership with the committee and CEO, that the organisation develops in the appropriate direction
- Ensure, in partnership with the committee and CEO, that the organisation operates in an ethically, environmentally, and socially responsible fashion.

Planning

- Develop, in partnership with the committee and staff team, an appropriate Strategic Plan for the organisation
- Ensure, in partnership with the committee and CEO, the regular review and development of the Strategic Plan

Meetings

- Ensure that appropriate Standing Orders are in place
- Add input to meeting agendas in advance of the meetings
- Chair committee meetings according to Standing Orders
- Rule on issues of meetings procedure not covered in the Standing Orders
- Report to the Annual General Meeting on the situation of the organisation
- Chair General Meetings according to Standing Orders

Administrative and Management

- Work with the CEO as required to assist with the running of TSA

- Assign, in partnership with the committee, administrative duties to committee members and volunteers
- Personally carry out administrative duties as assigned
- Manage the business of the committee
- Manage the recruitment, induction, and training of committee members
- Manage the assessment, review and renewal of the committee, including succession planning
- Manage the organisation's grievance procedures
- Ensure the harmony of committee deliberations
- Manage, in partnership with the committee, the succession of the position of President

Media and Promotion

- Serve as spokesperson for the organisation as appropriate
- Promote the organisation in the community as opportunities arise

Negotiation

- Serve, as nominated by the committee, in negotiation with other organisations

Legal

- Ensure that:
 - o the modes of performance of all legal requirements are featured in the procedures manual
 - o the performance of all legal requirements is reported to the committee
 - o the performance of all legal requirements is fully documented
- Ensure that all legal requirements are met

Finance

- With the Treasurer, ensure the organisation's financial control procedures are adequate and that risk management strategies are in place