**President/Chair** *(whichever reflects your constitution)*

**Role Description**

**CoM Title:**  President/Chair

**Responsible to:** Directors/Stakeholders

**Liaises with:** All CoM members, Manager/Coordinator, House Staff, General Public

**Location:** Organisation’s address

**Time Fraction:** Not applicable

**Employment Mode:** Volunteer

**About the Organisation**

Insert org name is a community based not-for-profit Learn Local Adult Education Centre and Neighbourhood House which has been offering many different activities and classes for members of the community for (00?) years.

This welcoming, friendly and professional Centre/House provides activities that focus on adult education, in particular eg; *English, Literacy and introductory level information technology courses.* The House is very supportive of learners of all ages from culturally and linguistically diverse (CALD) backgrounds and also provides eg; *Occasional Childcare and After School Tutoring programs.*

Insert org name is a Child Safe organisation. (See below for an abbreviated version of our Child Safety Statement). Include only if relevant or needed.

**About the Role**

The President/Chair has overall responsibility for providing Leadership to the Stakeholders, Committee of Management, Management and Staff of the organisation. This position is limited to two successive years, however, the incumbent President/Chair may elect to stay on for further year(s) if there are no other nominations for this role.

## Key Selection Criteria

* A successful track record of managing complex stakeholder expectations and relationships
* Demonstrated experience in company governance, especially as a Director
* Relevant experience at a senior level in business, academic, government, the community or a profession
* Undertake successful checks of the following:
* National Criminal Police Check
* Working with Children Check (WWCC)
* Banned and Disqualified Check
* National Personal Insolvency Check

The above checks will be undertaken on your behalf by the House. *Some of these checks will not be relevant to some houses.*

## Duties and Responsibilities

* Actively promote insert org name within the wider Community, acting as the figurehead for the organisation
* Coordinate the Committee in developing and initiating Organisational Strategy
* Manage (in partnership with the Committee) the recruitment and induction of Committee members
* Ensure the Committee Members fulfil their Roles and Responsibilities
* Coordinate and oversee the employment processes for the Manager/Coordinator
* Ensure the ongoing development of the Skills and Knowledge of the Committee
* Chair Committee meetings in a collaborative and inclusive manner
* In conjunction with the Vice-President/Chair and Manager/Coordinator, manage the CoM Succession planning process
* Manage (in partnership with the Committee) the succession of the position of President/Chair
* Ensure effective Communications with Stakeholders on progress towards organisational goals
* Ensure that all legal and compliance requirements are met
* In conjunction with the Treasurer, ensure the organisation’s financial control procedures are adequate and that risk management strategies are in place
* Ensure that the Committee as a whole, and Directors individually, regularly assess their performance
* Oversee Annual Review of the Performance of the Manager/Coordinator
* As for ordinary CoM members.

**Child Safety**

*This is mandatory if you are a required by law to declare your organisation as being Child safe eg; run a Childcare service or services that deal directly with minors.*

Children and young people engaging with insert org name are entitled to a safe and supportive environment. Insert org name staff, contractors and volunteers must adhere to insert org name Child Safe Policy at all times and uphold insert org name Statement of Commitment to child safety at all times.

The Statement of Commitment can be found on our website: [*insert*](http://www.lalorllc.vic.edu.au) *organisation’s website* also placed in several visible locations throughout the *organisation’s* site.

*The above statement is an example excerpt from a more comprehensive Child Safe Statement required by law where applicable. There are many websites that offer complete examples of acceptable Childsafe Statements for this purpose.*

Signed……………………………………….. Date………/………/……………