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## POSITION DESCRIPTION

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### PRESIDENT

#### ***Position Overview***

- Has the overall responsibility to guide the development of the framework and direction of the Association in a mutually co-operative, consultative atmosphere.
- Shall work with the Co-ordinating Committee, Regional Groups and Sub-Committees to ensure that objectives are formulated and strategies developed.
- Liaises with all Sub-Committees and is required to ensure that the Association Co-ordinating Committee members as well as Sub-Committee members adhere to proper reporting procedures.
- Ensures that everything possible is done to achieve the Mission Statement and Goals of the Association and initiates and oversees activities of benefit to members.
- Works for the continuing growth and efficient operation of the Association.
- Shall be a financial member of the Association.
- Should be fully conversant with the Association's Constitution, Mission Statement and Goals, policies and procedures.

#### ***Primary Duties***

##### *Association Level*

- Oversee all operations of the Association and ensure they are in accordance with the Constitution, Mission Statement and Goals, policies and procedures.
- Work for the continuing growth and efficient operation of the Association.

- Preside impartially at meetings of the Co-ordinating Committee, the Annual General Meeting, and relevant Sub-Committee meetings of the Association, facilitating effective outcomes and preserving order throughout.
- Liaise with Committee members in order to assist them to undertake their roles and responsibilities.
- Be an ex-officio member of all Sub-Committees appointed by the Association Co-ordinating Committee.
- Host educational and social functions organised by the Association in the (Brisbane) Metropolitan area.
- Market the Association and attract new members through the mechanisms of:
  - *Undertaking presentations, both verbal and written, on behalf of the Association to appropriate conferences, seminars, training courses, meetings and to affiliated bodies;*
  - *Maintaining a network of professional and personal contacts;*
  - *Liaising with relevant business contacts to advertise the Association's programme of activities;*
- Present a report to the Co-ordinating Committee each month.
- Act as spokesperson for the Association, representing ECTA to external organisations, including the media.
- Ensure Co-ordinating Committee meeting decisions are actioned, including delegated tasks.
- Receive reports from, and maintain close liaison with, each Sub-Committee within the Association.
- Prepare for the Association's Annual Report, an account of the Association's activities during the year.

### ***Leadership Strategies***

In undertaking these responsibilities the following strategies for effective leadership of the Association are:

- Endeavour to ensure that all members of the Co-ordinating Committee understand the Association's aims, objectives and vision.
- Endeavour to ensure that the Co-ordinating Committee is composed of committed members with a wide mix of skills and abilities.

- Make a point of devolving responsibility, authority and accountability to the Co-ordinating Committee members.
- Keep the Co-ordinating Committee informed about plans, proposed marketing strategies and other issues which impact on the image of the Association, and involve them in the decision-making process.
- Use skills of analysis, conceptual thinking, integration of ideas and abstract thinking to produce beneficial outcomes for the Association and its activities.
- Use sound presentation techniques and persuasive expression during individual, group and public speaking situations.
- Accept and welcome the advent of new office technology, concepts and knowledge and promote the benefits to and impact on our profession.

### ***Expenditure Authority Level***

As approved by the Association Co-ordinating Committee.