



## **NOARLUNGA MODEL AERO SPORTS Inc.**

Flying field and club rooms.

Gate S34.068 off Clisby Lane, Seaford Meadows. S.A. 5169

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[www.facebook.com/NoarlungaModelAeroSports](http://www.facebook.com/NoarlungaModelAeroSports)

[www.nmas.info](http://www.nmas.info)

# **POSITION & PERSON SPECIFICATION**

## **PRESIDENT**

(REVISED 03/12/2019)

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### **Objectives**

The President is the principal leader of the club who bears the overall responsibility for the club's administration, flying activities, safety and development in accordance with the strategic direction of the club and the need to ensure the club maintains its standing as a leader in recreational model aircraft training and flying

### **Requirements**

As a member of the committee a Working with Children Check Outcome of NOT-PROHIBITED is required

### **Knowledge and Skills required**

- People management experience and leadership skills
- Has a good working knowledge of the Constitution, Club Rules and Manual of Procedures.
- Ability to problem solve, and initiate strategies for change.
- Ability to arbitrate and communicate at all levels
- Ability to chair and conduct meetings
- Knowledge of the organisation and management structure of aero modelling both locally and nationally

### **Responsibilities and Duties**

As Chairperson

- Act as the Chairperson at Monthly Club and Committee meetings
- Manage the Annual General Meeting

As President

- Represents the club at local, regional, state and national level.
- Act as a facilitator for club activities
- Ensure that future planning and budgeting is carried out in accordance with the strategic direction of the club.

- Arbitrate in disputes
- Be accountable to the Members and the General Committee
- Leads, but does not direct. Builds relationships
- Arbitrates in disputes
- Ensures there is fair discussion on each issue and that all points are expressed before a decision is reached
- Keep meetings moving in the desired direction. Be firm, but tactful, with members deviating from the point under discussion
- After adequate discussion on an issue impartially summarises the points of view expressed, both for and against, to make sure members know clearly what they will be voting or agreeing to
- Runs the meeting so that a balance is struck between speed and efficiency on the one hand, and keeping the meeting enjoyable on the other
- Start meetings on time
- Know and follow the agenda strictly, unless directed otherwise by the meeting
- Encourage all members to contribute to the meeting
- Ensure Committee Members fulfil their responsibilities to the Club
- Acts as or ensures his/her delegate acts in the best interests of the club

### **Annual Report**

The President presents the Annual Report at the Annual General Meeting. It should be a comprehensive summary of the year's activity, detailing flying activities conducted, membership changes, physical developments and achievements. It includes a general review of the financial situation and a look at strategic direction and aspirations of the club for the future.

### **Commitment**

- The Club President term of office runs for two years
- The estimated time commitment required as the Club President is 4-5hoursper week.

### **Assumption**

To meet current day communication requirements, it is assumed that the holder of this position will be in possession of a personal computer and have access to internet facilities.