



# Audax Australia Cycling Club

## Position Description – President

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### Introduction

Audax Australia Cycling Club is a non-profit national cycling Association established to promote and run Audax Cycling – long distance cycling events. Volunteers work across Australia in a variety of roles to support the Club's operation.

### Position Description

The President is the leader of the Audax Australia Cycling Club, setting its overall direction and the National Committee agenda, consistent with the views of Members, and having overall responsibility for the Association's administration.

The President is responsible for planning; consulting with key members of the National Committee in prioritising its goals within the framework of its responsibilities and reviewing the program of National Committee responsibilities for effective execution.

### Responsibilities and Duties

The President should:

- act as a facilitator for Association activities
- ensure that planning and budgeting is carried out in accordance with the wishes of the Members
- represent the Association at Regional, State and National levels
- manage and Chair the Annual General Meeting
- facilitate and Chair effective National Committee meetings

In particular, the President should:

- contribute to the Association's primary publication, *Checkpoint*, and other public material such as the website (eg President's Pedals, National Committee Happenings)
- provide advice and guidance on interpretation and application of the Constitution, Regulations and Rules of the Club
- preside at ceremonies and make presentations acknowledging and rewarding the achievements of Members
- arbitrate as necessary on issues of dissension between viewpoints of various parties
- be the face of the Club in the cycling world and with affiliated Clubs
- have co-signatory responsibilities for the Association's bank account

### Knowledge and Skills Required

Ideally the President is someone who:

- can communicate effectively
- is well informed of Association activities

- is aware of the future directions and plans of Members
- has a good working knowledge of the Constitution, Regulations including the Ride Rules and the duties of all National Committee members and National Position holders and committees
- is a supportive leader for all Association Members .

### **Time Commitment and Term**

The President is elected as a member of the National Committee under rule 17 of the Club Constitution at the Annual General Meeting for a one-year term. The President may stand for re-election.

The estimated time commitment required as the President is between 5 and 15 hours per week.

The commitment may vary depending on the extent to which the President engages directly in matters of policy and administration.

### **Relationships**

The President works closely with the Secretary to ensure the effective administration of the Association and work of the National Committee.

The President works closely with the Treasurer to ensure the effective management of the financial affairs of and planning for the Association.

The President works with all State Representatives to facilitate the optimum operation of the Regions' responsibilities in providing opportunities for Audax Cycling.

The President works with all National Committee Members and National Position Holders and Committee Chairs to facilitate the effective execution of their duties.

The President liaises as appropriate and necessary with the Presidents and office holders of Cycling Australia, Audax Club Parisien, les Randonneurs Mondiaux, and l'Union des Audax Francais.

### **Detailed Duties**

The President is responsible for conducting meetings; developing an agenda; directing the National Committee's work; maintaining group focus; stimulating thinking; encouraging and channelling discussions; weighing the value of expressed ideas and suggestions; summarising constructive suggestions; and seeking decisions.

The President is responsible for maintaining records and information; ensuring that accurate minutes are kept and motions recorded; necessary reports prepared; and a record of National Committee work maintained. In addition, the President remains informed about and motivates the progress of individual National Committee members' assignments.

The President is responsible for getting action; motivating members toward active participation and involvement in National Committee activities; and with overall objectives in mind, channelling the interests and talents of individual National Committee members and National Position holders into productive efforts and ensure the necessary follow-up action.