

The Armourers' Association



President Job Description

President Purpose

The President is responsible for the leadership, direction and co-ordination of the activities of the Association.

Oversee the setting of a Vision for the Association that is both achievable and sustainable.

Provide guidance to the Chairperson for strategic matters and effective communication throughout the Association.

President Responsibilities

The President shall act as the spokesperson for the Association, as well as:

- Work with the Chairperson to ensure that the necessary skills are represented on the committee and that a succession plan is in place to fill vacant posts.

- Provide input to the Chairperson for meeting agendas.

- Preside over committee and Association General Meetings in the absence of the Chairperson and Vice-Chairperson.

- Counter sign the approved minutes of the last meeting.

- Provide input for the annual report to the Chairperson.

- Act as signatory for legal and financial matters in accordance with the rules of the Association.

- Ensure all Association events and forums have the correct procedures in place to be safe and that committee members also abide by these procedures