

LICENSING, REGULATION AND ALCOHOL STRATEGY

The Role of the Chairperson/President *Associations Act 2003*

The attributes of an effective Chairperson / President include:

- being well informed about all the organisation activities;
- being aware of the future directions and plans of members;
- having a good working knowledge of the constitution, legislation (Act and Regulations) and the duties of all office holders and subcommittees;
- managing committee and/or executive meetings.

The duties of the Chairperson should be stated in the association's constitution. The usual duties of the Chairperson / President include:

- represent the organisation at local, regional and national levels;
- be a supportive leader for all organisation members;
- act as a facilitator for organisation activities;
- ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Chair meetings:
 - Direct overall business and behaviour;
 - Control timing of meeting;
 - Control order of speakers;
 - Keep discussion on track;
 - Decide when discussion should finish;
 - Frequently summarise.

The Vice Chairperson / Vice President

An effective Vice Chairperson / Vice President will possess the same attributes as the Chairperson / President.

The duties of the Chairperson / President include:

- Standing in for Chairperson / President as required;
- May be given specific responsibilities.

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