



# The Vietnam Veteran's Association of Australia South Australia Branch Incorporated

## Job Description

### STATE PRESIDENT

#### **The State President shall:**

##### *General*

- Co-ordinate all activities of the Association, in consultation with the State Committee and Executive in accordance with existing policies and direction of the Association members.
- Unless otherwise determined by the State Committee, act as the representative of the Association at all times.
- Unless otherwise determined by the State Committee, act as the media spokesperson for the Association.
- Ensure effective communication is in place with ex-service organisations and membership of the Association.
- Encourage participation by acting as a role model.
- Have the power to act on behalf of the Association in matters of urgency, subject to rules laid down in the constitution, existing policies and procedures and upon consultation with the Executive, prior to taking such action.
- Be familiar with the Rules, Operations and Procedures of meeting held on behalf of the Association.

##### *Meetings:*

- Preside at all State meetings of the Association
- Conduct meetings in an efficient and timely manner in accordance with best practise principles, so that all members feel valued.
- Sum up any debate without personal bias to ensure motions/amendments are clearly understood before a vote being taken.
- When chairing a meeting of the Association, decide who can speak and in what order.
- Postpone a debate when sufficient notice has been given or if a motion is phased in objectionable or ambiguous language.
- When chairing a meeting of the Association, he should not impose his personal views or influence in the debate process or dominate the meeting in any manner.

***The State President's Key Responsibilities:***

The state President is responsible for the overall administration, management and corporate governance practises of the Association in consultation with the Executive Body and the State Committee.