

## **ROLE DESCRIPTION: President**

### ➤ **RESPONSIBLE TO**

QUT Alumni Board and Chapter Membership

### ➤ **CHAPTER COMMITTEE REQUIREMENT**

1. Essential
2. Must be elected by FEW Full Members at a general meeting.

### ➤ **SUMMARY DESCRIPTION**

The President provides the principal leadership to the FEW Management Committee, has overall responsibility for overseeing the direction and activities of FEW consistent with the interests of members and QUT, facilitates the development, implementation and achievement of Chapter goals and objectives in line with those of QUT, and works with the Committee to prioritise its goals. Ultimately, the President is accountable for the management and operation of the Chapter.

### ➤ **TERM**

Minimum 1 term (2 years). Maximum 3 terms (6 years).

### ➤ **MAIN DUTIES AND RESPONSIBILITIES**

1. Commitment to making a contribution to, and delivering for, the FEW Management Committee and the Chapter's objectives, with effort to attend all Committee meetings.
2. Ensure the Chapter operates in a manner consistent with the Chapter Rules and QUT objectives and protocols.
3. Lead the development of annual goals and action plans for the chapter with the Committee, and the continued progress of the Chapter towards its objectives.
4. Chair committee meetings and the annual general meeting ensuring that they are run efficiently and effectively and sign meeting minutes after they have been accepted by the Committee.
5. Ensure meetings of the Management Committee are held, and, with inherence to a quorum, and develop the Committee meeting agenda with the Secretary.
6. Ensure follow-up action from meetings is progressed/completed.
7. Ensure that Committee members have an opportunity to speak, and preserve order throughout meetings.
8. Regularly work with the Treasurer to understand the financial position of the Chapter and

ensure that FEW operates within budget.

9. Ensure the necessary skills are represented on the Committee.
10. Consult periodically with Committee members on their role, to see how they are going and help them to optimise their contribution.
11. Serve as spokesman for the Chapter and Committee as required.
12. Compile and submit the Chapter's annual report to the Alumni Office.
13. Lead the development of proposal/s to attract sponsor/s and partners that are relevant to the goals of the Chapter and Committee.
14. Work with the Vice-President to ensure the relationship with sponsor/s or partner/s is continually managed and regular communication maintained so they are informed of FEW activities, particularly where they have an interest.
15. Oversee the process for the election of Chapter Committee members.
16. Ensure appropriate Committee representation at the annual Domestic Alumni Leaders' seminar and other events as required.
17. Key Chapter contact for the Alumni Office and Alumni Board.
18. Any other duties commensurate within the scope of FEW and QUT's objectives.

➤ **QUALIFICATIONS AND EXPERIENCE**

**Essential**

1. Must be a currently enrolled female postgraduate student or female postgraduate of the QUT Business School (FEW Full Member).
2. Demonstrated leadership and management skills.
3. Excellent organisational and time management skills.

**Desirable**

1. Prior service on the Chapter Committee in another role (usually Vice-President or Secretary) — preferably minimum of 12 months.
2. Attendance at volunteer leadership training and activities run by the Alumni Office.
3. Experience with leading teams or volunteers.
4. Previous experience working on a Committee or in volunteer leadership role.

➤ **DESIRABLE ATTRIBUTES**

1. Confident, professional and articulate with strong interpersonal and communication skills
2. Enthusiastic, self-motivated and proactive mindset
3. Consultative and approachable

4. Commitment to high quality outcomes and meeting the goals of the Chapter and Committee
5. Strong listening skills
6. Reliable with a positive team player attitude
7. Strategic and forward thinking
8. Ability to develop positive relationships internally and externally
9. Competent public speaker

➤ **OTHER REQUIREMENTS**

3. Only one person can hold the role of President at any one time.
4. Agreement to Code of Conduct requirements and sign data confidentiality form.
5. Provide input and feedback to Alumni Office when requested on alumni programming issues or nominate another Committee member to do so.
6. The President should:
  - be well informed of all Chapter and Committee activities and be able to provide oversight;
  - be able to bring objectivity to meetings;
  - develop a good working knowledge of the Chapter Rules and duties of Committee member roles;
  - be a good role model and present a positive image for the Chapter/Committee, particularly where representing the Committee in other forums;
  - be attuned to the interests of members; and
  - maintain confidentiality on relevant matters

➤ **TIME COMMITMENT**

It is anticipated that the President role requires an estimated commitment of 8 - 10 hours per month however this may vary in order to meet the Chapter's and Committee's needs.

<b>ROLE DESCRIPTION REVIEW</b>	
Created:	October 2019
Review frequency:	Annual
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