



President



The President is responsible for ensuring it's Centre sets and then meets its goals and objectives in accordance with the Centre rules, whilst completing all legal and compliance obligations.

Roles & Responsibilities:

- Ensure that all members of the Executive keep themselves informed of all Centre matters under their control or relevant to their area of responsibility.
- Perform such duties as may be required from time to time by the Centre.
- Represent the Centre at all functions, meetings and other occasions requiring the presence of a representative of the Centre either personally or by delegation to a member of the Executive or any other person deemed appropriate by the President.
- Endorse correspondence, cheques, financial reports, and other documentation as appropriate.
- In conjunction with the Secretary and Treasurer, ensure observance of the Constitution and Regulations and use all reasonable endeavors to ensure the Centre observes all legal responsibilities relevant to the Centre, including all documentation required by NSW Fair Trading.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.
- Lead and facilitating Centre planning and activities.
- Consult and work collaboratively with Committee Members to ensure all complaints and disputes are immediately investigated and responded to according to Centre policies and procedures.
- Take the chair at committee meetings, annual general meetings, and special meetings.
- Work closely with the Secretary, to prepare the agenda for committee and general meetings
- Determine any variation to the programs on the competition meet day and what actions to take regarding inclement weather.
- Assist in the development of partnerships with other Centres and Little Athletics NSW.