

POSITION DESCRIPTION



PRESIDENT

OBJECTIVE To perform the role of President and assist the Committee to operate effectively and efficiently in order to achieve its goals.

KEY TASKS & RESPONSIBILITIES

- Liaise with key people on past Committees to be fully informed on history of issues and to maintain continuity.
- Liaise with the Treasurer, Marketing Manager, and Toy Librarian to ensure that the Toy Library's responsibilities are met.
- Provide leadership, motivation and vision, and ensure Committee objectives are met.
- Facilitate and chair monthly Committee meetings, Annual General Meeting and Special General Meetings by ensuring the agenda is followed, the meetings run smoothly and on track, members are equally involved in decision making and that all members feel welcome and able to participate.
- Write the Annual Report of the Committee for Committee approval to be read at the Annual General Meeting.
- Ensure that the Committee always considers the Toy Library Constitution when making any important decisions or policy development.
- Be a sounding board for the Committee members and support and encourage them in their roles.
- Ensure that the Committee familiarise themselves with information from Toy Libraries Australia relating to best practice on all issues and attend as many functions as possible to network with other Toy Libraries.
- Ensure Committee members know and fulfil their roles.
- Represent the Toy Library at official functions as required.
- Work closely with key stakeholders to achieve the goals and mission of the Toy Library.
- Participate in Committee decision-making and voting

DESIRABLE SKILLS

- Managing a team
- Able to delegate
- Good communicator
- Experience of basic software
- Report writing
- Leadership & organisational skills

**DOCUMENTATION
/ SOFTWARE**

- Bank account signatory
 - OneDrive files
 - Toy Library Email Account
 - Toy Library Website
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**CONTACT
PERSON FOR**

- General Information
 - Committee Issues
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