



Club President/Chairperson : Role Description

Club President/Chairperson

The President is the principle leader of the Jaguar Drivers Club Auckland and has overall responsibility for the Club's administration in accordance with the Club's Objects and Constitution.

The President, with the elected committee members sets the overall annual committee agenda (consistent with the Club's Constitution), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework.

At the operational level, the major function of the President is to facilitate effective Committee meetings.

The President is elected by the Club's members and responsible for representing the views of the members in accordance with the Club's Constitution.

Duties:

- Manage committee meetings
- Manage the Annual General Meeting and any Special General Meetings
- Represent the Club in connection with the Jaguar Land Rover Group and the Club's Patron
- Act as an overall facilitator for Club activities, delegating as required to members.
- Ensure the operations including management of finances and budgeting for the future is carried out in accordance with the Constitution.

Knowledge and Skills Required.

Ideally the President/Chairperson is someone who:

- Can communicate effectively
- Is well informed of the Club's activities
- Is aware of the Club's Objectives.
- Has a good working knowledge of the Club's Constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all Club members.

Estimated Time Commitment Required & Period of Appointment.

- On average, 3 to 4 hours per week.
- The President is appointed for a maximum 2 year term.

Ideal Person?

- Passionate about the Jaguar Marque
- Enjoys networking with fellow enthusiasts
- Enjoys the opportunity to lead and speak to a like minded group
- Someone who has experience in and/or recently retired from a private or public sector leadership role

Club Vice President/Chair

- The Vice President is deputy to the President/Chairperson and has the responsibility to fully support him/her and shall fully deputise if the President/Chair is unable to fulfil his/her duties.

Ideal Person?

- As for President/Chair