



**FRANKSTON  
BUSINESS  
CHAMBER**

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## **Frankston Business Chamber Inc. Position Description - President**

<b>TITLE</b>	President of the Frankston Business Chamber Inc. Board of Management ( <i>here after referred to as "President"</i> )
<b>REPORTS TO</b>	Frankston Business Chamber Board of Management ( <i>hereafter referred to as the "Board"</i> )
<b>REPORTING TO THIS POSITION</b>	Nil
<b>LOCATION</b>	Suite 11, Ground Floor, 108 -120 Young Street, Frankston
<b>CLASSIFICATION</b>	Voluntary position that shall be appointed by the Board for a term as determined by the Constitution
<b>POSITION DESCRIPTION DATE</b>	March 2009

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### **Primary Objective**

To be responsible for the management, development and the effective performance of the Board and to provide leadership to the Board for all aspects of the Board's work.

### **Duties and Responsibilities**

The President shall be responsible for:

- providing leadership in ensuring the Board's oversight of the Chamber's plans and strategy, in determining that measurable Chamber objectives approved by the Board are established with time limits to their attainment, and in monitoring the progress toward attainment
- ensuring that the operations and the development of the Chamber are conducted in a lawful and ethical manner

The President's duties shall be:

- appoint, subject to ratification by the Board: Board committee's, Conveners and special committees as may be deemed necessary to expedite the strategy of the Chamber
- direct the Board in the fulfillment of it's stated roles, objectives and responsibilities in an effective manner
- set the agenda of the Board
- preside at regular and special meetings of the Board
- ensure all Board Members are treated in an even handed and fair manner
- allow discussion of matters other than those of governance when necessary and appropriate
- ensure the provision of accurate, timely and clear information to Board members



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- ensure that a regular evaluation of the performance of the Board, its Committees and individual Board members is undertaken
- supervise Committee Chairperson's to ensure that their functions are being performed
- serve as the official spokesperson to the members at the Annual General Meeting
- provide advice and counsel to the Chamber's Executive Officer (*hereafter referred to as E.O.*) and oversee compliance with applicable legal and government requirements
- at the request of the E.O. represent the Chamber to external groups and other stakeholders, including industry associations, governments and other agencies
- interpret Board and Chamber policies to outside parties, and all such interpretations shall reflect both the stated intent and spirit of any such policies
- work with the E.O., ensuring that the business and internal operations of the Chamber are conducted effectively and with maximum efficiency toward achieving its stated objectives and its strategic development with a view to the best interests of the Chamber and stakeholders generally
- The President must not direct the E.O. in matters for which the E.O. has authority, except where there may be a breach of policy

The President will allow the free flow of information between the E.O and the Board necessary or sound governance, thereby never hindering the Board's links with the E.O.

### **Qualifications**

No specific qualifications are required for this position, merely a willingness to learn and an ability to work with people, delegate tasks and most importantly an interest in the Frankston Business Chamber and its members.

### **Accountability**

The President is accountable to the Chamber members, the Board, Corporate Affairs and any applicable funding bodies.

### **Extent of Authority**

The President will only make decisions once they have consulted with other Board members and the E.O. in accordance with the Frankston Business Chamber's Constitution.

### **Experience**

Proven Leadership experience highly desirable for this position. A willingness to learn and an ability to work with people, delegate tasks and most importantly an interest in the Frankston Business Chamber and its members.

### **Other Requirements**

- The President must be prepared to undertake the Governance Portfolio position.
- A Confidentiality Agreement must be signed prior to commencement.



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## **Approval**

I approve the this Position Description:

Signed: ..... Date: .../.../.....

Position: .....  
(President)

Cosigned by:

Signed: ..... Date: .../.../.....

Position: .....  
(Vice President)

## **Incumbent Statement :**

I have read, understand and accept the terms and conditions of this Position Description

Signed: ..... Date: .../.../.....

Name: .....