**Quirindi Show Society Inc.**

**Job Description - President**

The President’s role is to provide leadership and overall responsibility for the organisation and the Committee.

The President would ideally be:

* Well informed on the Show’s activities and be able to provide oversight.
* Able to develop good working relationships with internal and external stakeholders.
* Forward thinking and committed to meeting the overall goals of the Show.
* Have a good working knowledge of the duties of office bearers.
* Able to work collaboratively with Committee Members of all ages.
* A good listener and attuned to the interests of Members and other interest groups.
* A good role model and positive representative for the Show.
* Someone with good leadership skills.
* Knowledgeable in not for profit governance procedures.

Specific duties include but are not limited to:

* Chair Committee Meetings ensuring that they are run efficiently and effectively.
* Act as a signatory for the Show in all legal and financial matters.
* Regularly focus the Committee’s attention on matters of Show governance that relate to its own structure, role and relationship to any paid employees.
* Periodically consult with Committee Members on their role, to see how they are going and help them to optimize their contribution.
* Work with the Committee to ensure:

1. The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee Members when required.

2. Goals and relevant strategic and business plans are developed in order to achieve the goals of the Show.

* Serve as a spokesperson for the Show when required.
* Assist in the development of partnerships with sponsors and funding agencies, as well as organisations that are relevant to the goals of the Show.
* Make any urgent decisions collectively with the Vice Presidents, Secretary and Treasurer between meetings as required.
* Ensure accountability within the executive roles.