



## What is a President?

The President is responsible for ensuring that the Club is run effectively, democratically and for its members. Presidents provide strategic direction and support to the other executives.

## What are the responsibilities of a Club President?

- To oversee and coordinate the activities and administration of the Club;
- To be chief spokesperson for the Club
- To chair General and Executive meetings
- To act as the Club's first representative to all external bodies
- To be a signatory for the Club's bank account and all financial transactions
- To meet with USASA's Finance Officer prior to getting access to the club bank account
- To help, advise, and support all Executives and Members of the Club
- To ensure that the elected officers of the Club perform their duties
- To ensure that all other tasks necessary for the running of the activities of the Club are performed properly, either by doing them or delegating the duties
- To have a thorough knowledge of the Club's Rules of Governance and the USASA Club Code of Conduct
- To acquaint each Executive with their role, responsibility, duties and maintain contact with them
- To ensure that USASA is informed of changes to the Executive
- To ensure that the club is compliant to USASA's requirements for clubs
- To liaise with fellow Executives; and
- To pass on their knowledge to their successor

Note: Depending on the Club and its Rules of Governance, there may be other responsibilities placed upon Executives, or responsibilities may be allocated differently.

## Tips for Success

- It is important the President works closely with the other Executives as a team to ensure that the goals and objectives of the club are being met.
- Running a club can be a bit of work so it is integral that the President has good time management skills. Before taking on the role of President, it is worth making sure that you are able to commit the required amount of time outside your work and university schedule.
- Since Presidents are a source of guidance to other Executives, it is recommended that the President familiarises themselves with USASA club resources, the USASA Club Constitution and the Clubs Rules of Governance.



- The President isn't expected to run the club on their own, which is why it is beneficial to have good communication skills and an ability to delegate roles and responsibilities. Presidents should try to establish open communication between the executive committee. This creates an environment where the president feels comfortable approaching the other Executives when they need things done, and the other executives feel comfortable approaching the president when they need assistance.
- Each club is different, and each executive committee is different. Early in their term, the committee should discuss their expectations of each other and themselves, and how they would like to work together to achieve the objectives of the club. The committee might like to set some ground rules for themselves.

### **Related Forms and Templates (click to view)**

- [USASA Club Code of Conduct](#)
- [Rules of Governance Template](#)
- [Meeting Guide](#)
- [Rules of Governance Submission](#)
- [Club Account New User Form](#)
- [Using the USASA Website to Manage Your Club](#)

