



POSITION DESCRIPTION PRESIDENT (OFFICER ROLE)

Position Overview

The President is an elected Officer of U3A Redcliffe Inc. and provides leadership to the organisation and its Management Committee. The President is responsible for ensuring the effective governance, strategic direction, and overall performance of the Association in accordance with its Constitution, relevant legislation, and principles of good governance.

The President acts in the best interests of the members and ensures that the organisation operates in a lawful, ethical, financially responsible, and member-focused manner.

Governance Context

In accordance with the Constitution of U3A Redcliffe Inc., the Management Committee has the general control and management of the administration of the affairs, property, and funds of the Association.

Committee Members are elected annually at the Annual General Meeting (AGM) or appointed by the Committee to fill a casual vacancy.

Committee meetings are held monthly.

The President leads the Committee in fulfilling its governance responsibilities.

The Management Committee consists of:

- Four elected Officers
- Seven additional Committee Members (one of whom must be the Course Coordinator Representative)

Key Responsibilities

Governance and Compliance

- Ensure the organisation meets all constitutional, legal, and statutory obligations.
- Promote and uphold the Association's values, policies, rules, and Code of Conduct.
- Ensure sound governance practices are implemented and maintained.
- Support transparency, accountability, and ethical decision-making.
- Ensure appropriate risk management and oversight mechanisms are in place.

Leadership of the Management Committee

- Chair monthly Management Committee meetings and the Annual General Meeting.
- Ensure meetings are well planned, properly conducted, and focused on strategic matters.
- Encourage active participation and respectful discussion among Committee Members.
- Ensure decisions of the Committee are implemented and monitored.

- Support Committee Members in fulfilling their roles and responsibilities.
- Foster a collaborative, constructive, and high-performing Committee culture.

Strategic Direction

- Lead and facilitate strategic planning processes.
- Ensure the organisation works toward clearly defined goals and priorities.
- Monitor progress against agreed strategic objectives.
- Support long-term sustainability and growth of the Association.

Financial Oversight

- Ensure the organisation maintains a sound financial position.
- Oversee financial planning and budgeting processes.
- Ensure appropriate financial controls and reporting mechanisms are in place.
- Support responsible stewardship of the Association's funds and assets.

Representation and Advocacy

- Act as the primary spokesperson for U3A Redcliffe Inc.
- Represent the organisation in dealings with local government, community organisations, partners, and sponsors.
- Promote the mission, activities, and achievements of the Organisation.
- Build and maintain positive relationships that support the organisation's objectives.

Member Engagement and Culture

- Promote a safe, respectful, and inclusive environment for members and visitors.
- Encourage member participation in governance and organisational activities.
- Support open communication between members and the Committee.
- Ensure concerns raised by members are addressed appropriately.

Complaints and Grievances

- Participate in the investigation of grievances and complaints in accordance with organisational policy.
- Conduct interviews, where required, with another Management Committee member.
- Ensure procedural fairness and confidentiality are maintained.
- Report outcomes and recommendations to the Management Committee.

General Responsibilities of Committee Members

In addition to the specific responsibilities of the President, the role includes all duties expected of a Management Committee Member, including:

- Acting in good faith and in the best interests of the Association.
- Attending and contributing to Committee meetings.
- Maintaining confidentiality
- Complying with relevant legislation and the Association's governing documents.

Intellectual Property and Handover

- Any materials, documents, systems, or products developed in the course of performing this role remain the property of U3A Redcliffe Inc.
- Upon completion of the term, they will participate in a structured handover process to ensure continuity and knowledge transfer to the incoming President.

Key Attributes and Skills

- Commitment to the values and purpose of U3A Redcliffe Inc.
- Strong leadership and facilitation skills
- Sound governance knowledge
- Strategic thinking capability
- Financial literacy (at a governance level)
- Effective communication and interpersonal skills
- Integrity, fairness, and impartiality

Acknowledgement

I acknowledge that I have read and understood the responsibilities associated with the role of President for U3A Redcliffe Inc.

Signature: _____

Name (Printed): _____

Date: _____

On Behalf of U3A Redcliffe Inc.

Name: _____

Position: _____

Signature: _____

Date: _____

Last Reviewed	February 2026	Version	<<insert >>
Approved by Committee	2026	Scheduled review dat	<<insert date>>