

**CROQUET ASSOCIATION QUEENSLAND Inc.**  
**POSITION DESCRIPTION**  
**PRESIDENT**

**General expectations**

**This is a voluntary position and is not subject to regulated employment payments**

The President is an elected office bearer of the CAQ Management Committee (MC) and is elected every year. The term of office is a maximum period of three (3) consecutive years at the end of which he or she is not entitled to re-nominate for the position for two(2) years. If both the President and ice-President retire on the same date the term of one of them may be extended for one(1) year.

The President, as all other MC members, may have one vote(1) on any question put before the meeting.

He/she will at all times consider MV business politely and with consideration for others, without ill feeling, improper bias, or personal animosity. He or she will, at all times, observe the Association's Constitution, By-laws and policies as set out in relevant documents. Prior to attending all MC meetings and where MC papers are circulated in advance of the meeting, will read the papers, and consider the issues before the meeting.

In accordance with MC guidelines, ensure relevant forms and receipts are provided for payment of expenses incurred on behalf of Croquet Queensland. All books, documents, equipment or property of CAQ will be returned at the end of tenure.

The President will provide a helpful briefing for the incoming person when the position is vacated.

**President's core duties**

**MC Duties**

- Preside at all MC meetings and CAQ General Meetings
- Provide leadership to the organisation
- Ensure that the organisation's objectives, goals and mission are being followed
- Ensure that a strategic plan is developed and reviewed bi-annually
- Assign duties to MC members and volunteers
- Represent CAQ at all ACA meetings
- With the Treasurer, ensure the association's financial control procedures are adequate and that risk management strategies are in place
- Co-ordinate all ad hoc committees
- Ensure that all requirements of relevant government departments are met
- Ensure all policies endorsed by the MC are implemented

**Duties to Member clubs**

- Ensure the member clubs and registered players are kept informed of activities, policies, and proposals

**Duties to Other CAQ officers**

- May attend any meeting of a CAQ sub-committee but may not vote.

**External Reporting**

- Reports to ACA as required

**I acknowledge that I have received a copy of this position description.**

**Name**

**Signature**

**Date**

**Witness**