# Duty statement—President

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| Main responsibility | * The successful functioning of the Association
* The attainment of its objectives
* Foster the fair participation of all members
* Consistent adherence by the association to its constitution
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| Additional roles | * Ex officio member of all sub-committees.
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| Regular activities | * Consult with the Secretary on all meeting agenda.
* Ensure that new members are made to feel welcome.
* Presides at all meetings of the Association and the Executive Committee:
	+ preserving order
	+ adjourn the meeting if it becomes unduly disorderly
	+ ruling on contentious matters
	+ assisting the progress of discussion by preventing irrelevant or repetitious discussion or offensive remarks
	+ present a face of impartiality during debates
* Represent the Association at official functions.
* Act as the Association’s spokesperson when public statements or actions are appropriate.
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| Annual or ad-hoc activities | * Ensure that the minutes from the last annual general meetings have been approved.
* Hand over all relevant records to the incoming President.
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| Contact for advice | * WEPS Principal
* Former President
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| Back-up if unavailable | Vice President |