# 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 |