

Peterborough & District Family History Society

Job Description for the President

The President is the main figure head of the Society.

The President should be a distillation of all that the Society embodies.

The choice of President should be made by the Society members at the AGM upon recommendation of the Vice Presidents and Committee. There is no need for re-election at subsequent AGMs.

The President should gain a working knowledge of the Society's Constitution, systems and processes and be familiar with the work of the key personnel.

The President should, like the Chair, be a potential conduit of suggestions, ideas, complaints and difficulties from the members to the Society Administration.

The President will be an ex-officio member of the Committee and any sub-committee with full voting rights.

The President will normally chair the AGM and any EGMs but can delegate that role to a Vice President as and when necessary.

When the offices of Chair and Vice Chair are vacant at the same time, then the President and/or Vice Presidents shall fulfill the duties of these two roles.

SKILLS

- To have oral and written communication skills;
- To possess tact, discretion and respect for confidentiality;
- To have the ability to both lead and work as part of a team;
- To be able to chair the AGM and EGMs;
- To be able to chair both committee and general meetings if required;
- To be flexible.