

GASC PRESIDENT

Main purpose of the Role

To work towards ensuring the Gandia Area Social Club (GASC) continues to thrive and meets members' needs in accordance with the Constitution.

Tasks and Duties

- To provide leadership and legal representation of the GASC.
- To chair and manage all meetings of the Committee and the AGM
- To consult with the Secretary regarding the compilation of agendas and minutes
- To sign the notices convening the Annual General Meeting (AGM) and the meetings of the Committee
- To sign the Minutes and Resolutions drawn up by the Secretary and approved by the Members and/or Committee, including the Executive Committee
- To ensure that the essential Executive Committee posts are filled
- To resolve conflicts that may arise, ensuring that all parties are given a fair hearing in accordance with the time limits set out in the Internal Regulations
- To attend the Club events, dinner dances and quizzes ensuring the events run smoothly.
- On the evening of an Event facilitate the raffle and 50 euro prize draw as appropriate
- To write lead article in the monthly Newsletter and to approve the draft that has been compiled by the Social Media Editor before circulation
- To support and encourage Committee members in the furtherance of their roles by ensuring any help, information and assistance they may need is provided
- To maintain good relationships with other organisations that GASC regularly come into contact with
- To ensure all other duties appertaining to the office are carried out, as well as those delegated to the President by the Committee
- To have read and understood the Constitution and Internal Regulations.
- The President shall be replaced, in the event of absence or illness, by the Vice-President or a senior member of the Committee.

Skills and Knowledge

- Proven leadership skills
- Good communication skills both written and oral with both individuals and general presentations
- Basic understanding of and access to an E-mail system
- Basic understanding of Word and Excel documents

NB: Because of the nature of information held the club will provide a laptop for these duties and specific email address gasc.president2018@gmail.com along with access to Microsoft One Drive for all information pertaining to GASC to be held on.