



# The Hamilton Amateur Radio Club

Job Title: President
Department: Executive
Revision Date: 11/2014 rev 01

## Position Overview

The president of the H.A.R.C. has two responsibilities which place this officer in a paradoxical situation. First, if a club is to be successful, the president must divide the responsibility of club leadership among fellow officers and club members. The use of delegated power is the only way to cope with large amounts of work in an efficient manner.

Secondly, the president must accept ultimate responsibility for club structure. In short, the buck stops here. So, at the same time the president divides the control of the club, responsibility must also be taken for the entire club operation.

The president must understand that to be a leader means to work with people, not to be independent of them. Cooperation, understanding, and hard work are necessary to hold a group of people together.

The president must also be aware of the foundations of Hamilton Amateur Radio club. Being a Hamilton Amateur Radio club member means operating upon responsible citizenship premises. In addition, the president must set certain goals for the club and keep those goals in mind as the club progresses through the year.

## Essential Job Functions

- Lead the club to achieve its goals for the year.
- Preside effectively at club and board meetings.
- Organize and direct the work for the club's board of directors and committees.
- Represent the Hamilton Amateur Radio club in the community.
- Communicate club, and R.A.C. goals and Program's to the club members.
- Resolve conflicts within the club.
- Represent the club at district and R.A.C. events and meetings

### **Non-essential Job Functions**

- Develop all meeting agendas. Each should be reviewed with the 1st Vice President well before the meeting.
- Serve as an ex officio member of all committees.
- Attend all monthly membership and executive meetings.
- Maintain communication with all levels of the community, including your own members, officers, and chairpersons.
- Maintain communication with the adjacent amateur radio clubs or visiting clubs and members.
- Maintain a strong membership level.
- Maintain a sound financial basis.
- Represent the club in all community and organizational functions.

### **Other Skills/Abilities**

- Time management
- Public speaking and motivational engagement with people
- Computer skill using MS Office, Word, Excel, Powerpoint
- Previous people management and team building skills
- Have fulfilled similar role within a not for profit club environment