
Role Description

-PNH CoM President

Approved/effective date V1	September 2021
Due for review	September 2022

Prime Role

The President is the principal office bearer for the organisation and has overall responsibility for the integrity of the PNH Committee of Management's processes. The President leads the committee to prioritise the organisation's annual plan and goals (consistent with the views of the members), and keeps the committee on track by working within that overall framework.

At an operational level, the major functions of the President are to chair and facilitate effective committee meetings, and to liaise between the CoM and the Coordinator.

Responsibilities

- Represent the views of the members and be the spokesperson for the organisation as required.
- Sign Funding Agreements and Contracts as required.
- Sign all original copies of official documents produced that have been approved and recorded in the minutes of the Committee of Management (CoM).
- Manage CoM meetings by:
 - leading the meetings in order to achieve productive outcomes;
 - ensuring fairness and even-handedness in all meeting process matters;
 - ensuring the Committee stays within its governance role at meetings;
 - setting the agenda for meetings in consultation with the Secretary;

These specific responsibilities are in addition to those in the role description for Ordinary Members of the Committee.

Authority

The President is delegated by the CoM to supervise and support the PNH Coordinator as per the *Coordinator Supervisory Framework* document.



The President is delegated to take control in the event of a critical incident as per the *Emergency Management Policy*.

The President is responsible for any delegation as per the Chart of Delegations (*Delegation of Authority* document), or in the CoM Minutes, such as negotiating agreements and contracts.

The President may delegate aspects of the role to another committee member or staff but at all times remains accountable and must ensure responsibilities are carried out.

In the absence of the President, the Vice-President or another committee member shall act in their place as appropriate.

Election and Term

The President is directly elected by the PNH members at the Annual General Meeting each year and holds the position until the next Annual General Meeting.