

# THE ROLE OF THE PRESIDENT.



While every member of the Executive Committee is accountable for your club's management, it is the President's role to be **the club's ambassador, ensure everyone understands the requirements of their roles, chair club meetings, and to help set the direction of the club.**

## Who can be President?

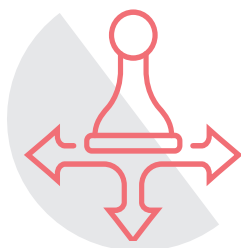
- Anyone who is interested in leading the club to success can take on the role of President.
- An effective President is someone who can think **BIG PICTURE!**

The role is easy to learn. There are helpful tools in [WESTERNLife](#), easy-to-follow guides, and the Student Clubs team are always available to help.

## Benefits of being President

- The President is an **exciting** and **empowering** leadership role.
- As President, you can **share your ideas** for the future and craft signature events that play a vital role in the club's success.
- The President is the **ambassador** for the club, and frequently interacts with members and supporters.
- The President provides **stability, direction** and **guidance** to the Executive Committee and the club in general.
- As President, you will learn **valuable skills** in public speaking, people management, strategic planning and meeting protocols that can improve your employability!

## Why is the role of the President important?



- Each club at Western Sydney University requires strong governance through its constitution, policies and strategic direction.
- The President is there to ensure the club runs smoothly, and provides guidance and direction to its members.

# What does the President do?

The following roadmap shows the steps the President should take throughout the year:

## AT THE START:

- Step 1:** Familiarise yourself with the club's constitution and policies. You can use the [Your Constitution Guide](#) to help you understand the important information contained in your constitution.
- Step 2:** Meet people! Introduce yourself to club members and the Student Clubs team at Western Sydney University and make friends.
- Step 3:** Learn about the strategic direction of the club and think about what you would like the club to achieve and the events and activities you would like the club to hold during your time as President.



### Helpful tip

While you are in the role, start to think about which members may be good future Executive Committee members for your club, and start to prepare them to take on a role. See more in the [Succession Planning Guide](#).

## DURING THE YEAR:

- Step 1:** Help the other Executive Committee members understand their roles. Delegate tasks as necessary and assist everyone to archive the club's goals and hold signature events throughout the year.
- Step 2:** Meet frequently with club members and supporters throughout the year, to understand what they really want from the club. This is how you play the role of club ambassador.
- Step 3:** Chair Executive Committee meetings and general meetings and ensure they run efficiently. Provide direction to members as needed and ensure the club is working towards its strategic goals.

## AT THE END:

- Step 1:** Prepare the President's annual report, including successes, messages of thanks and ideas for the future.
- Step 2:** Present your annual report to members at the club's AGM, including any recommendations for the next year.
- Step 3:** Provide a handover to the incoming President, showing them where to access the club's constitution and policies. Give an overview of the strategic direction of the club and share what you've learned during your time as President.

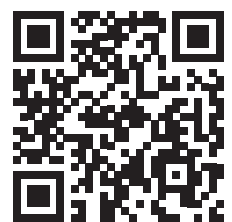
The President's report template can be found at the end of the [Minutes template](#).

## Make a difference!

Following the simple steps in this guide will help bring purpose and effectiveness to the role of President. Your Executive Committee and the Student Clubs team can guide and support you to learn the role. So get in, give it a go and have fun!

**If in doubt, ask! The Student Clubs team are here to help!**

Email [studentclubs@westernsydney.edu.au](mailto:studentclubs@westernsydney.edu.au)



[Watch the video](#)