



Neighbourhood Houses Tasmania Inc

## **Role of the Management Committee President**

Here is a summary of the role of the President of a Neighbourhood House Management Committee.

### **Work with the Community**

- Act as a spokesperson for the House and enhance relationships with community groups and agencies.

### **Run Management Committee Meetings**

- Set the meeting agenda for Management Committee meetings, with help from the Co-ordinator or Secretary.
- Manage the meeting, make sure all items are covered efficiently and that everyone has the opportunity to be heard.
- Facilitate the meeting. You are not “the boss”; the committee makes the decisions, not the President.
- Bring the meeting to consensus or agreement.
- Ensure that meetings are held regularly.
- Work with the Secretary to ensure that the minutes are a true record of all decisions made at each meeting.
- Sign the minutes and initial each page after they have been approved by the meeting to show that they are a true record of the previous meeting.

### **Guide the House**

- Ensure that any legal requirements are met, such as following the rules of the Constitution or service agreements.
- Share the workload so that one person does not end up doing everything.
- Focus the committee’s attention on matters of governance.
- Mentor fellow committee members.
- Make decisions between meetings, where necessary, and within parameters agreed by the committee.

### **Work with Staff**

- Act on behalf of the Management Committee as the Staff Liaison Officer for staff issues not able to be dealt with by the Coordinator.
- Work in partnership with the Co-ordinator to ensure that Committee resolutions are carried out.
- Direct the Co-ordinator’s annual performance review.
- Develop good relationships between the Management Committee and the Coordinator and staff.