



Gold Coast Writers' Association Inc
PO Box 441, Pacific Fair QLD 4218
www.goldcoastwriters.org
gcwa.executivesecretary@gmail.com

Committee position

President

Role overview (summary)

The President is primarily responsible for the general control and management of the affairs, property and funds of the incorporated association.

The President will also:

Chair the committee and member meetings, ensuring meetings work effectively.

Ensure committee members attend to allocated tasks, and specifically liaise closely with the Treasurer in regard to the GCWA finances.

Be one of two signatories on the GCWA bank accounts.

Lead the planning of varied, professionally relevant content for monthly member meetings, including the AGM and any Special General Meetings, within a budget.

Review the effectiveness and future direction of the association including facilitating an annual (at least) strategic review meeting with the committee members.

Source and negotiate all details with workshop presenters and speakers, including payment (if applicable*) and technical requirements.

Represent the association as applicable.

Ensure that communication and relations with GCWA continually serve GCWA members including responding appropriately to emails using the gcwa.president@gmail.com account.

Work to raise the profile and public image of the GCWA and generally, to foster its objectives as set out in GCWA's rules.

Promote the strong relationship with Queensland Writers Centre (QWC).

Role Reviewed

By: Marisa Parker
Date: 05/08/2020

*Payment of \$50 fuel money is sometimes offered however, some workshop presenters may charge a standard fee, for approval by the committee.