



THE SCOTTISH TOUCH ASSOCIATION

JOB DESCRIPTION - President

Vision

To provide executive leadership, direction and support to the strategic planning effort of the STA for the development of Touch across Scotland.

Reporting To:

1. Board
2. STA Membership

Key duties and responsibilities:¹

1. To provide leadership to the Association, the Board and the membership;
2. To represent the Association, and the sport of Touch in Scotland, in a variety of fora regionally, nationally and (with the support of the Vice-President) internationally;
3. To support the Association and its policies internally and externally;
4. To exercise the governing authority of the Board when advised to do so;
5. Plan and chair Board meetings, including meeting agenda preparation in consultation with Board Members and the Secretary;
6. To enforce adherence to the Association's Articles of Association and Policies and assure the integrity of the Board's processes;
7. To initiate and lead the preparation of the annual report and annual general meeting;
8. To review financial reports submitted by the Treasurer, and to advise the Board of these reports and any necessary actions by the Board;
9. To communicate with the membership on a regular basis such as by way of face to face meetings, general meetings, emails, phone calls or through the website and forum.
10. To meet regularly with internal and external partners of the STA.
11. To empower and delegate authority to the office bearers and committees of the STA as appropriate, gaining support for such delegations from the Board where issues of substance apply.

¹ Adapted from 'Institutional Planning and Evaluation', St Mary's University of Minnesota (2005)

Key Competencies

Communication skills

Planning and Organisational Skills

Relationship Building

Leadership Skills

Desirable Competencies

Knowledge of the Structure of Touch in Scotland and Internationally

Policy-Making Skills

Presentational Skills

