

VFMC Job description - President

The President of the Victorian Folk Music Club Incorporated (“VFMC”) shall:

1. General

1. In accordance with the VFMC Constitution, clause 47, chair or arrange for the chairing of general meetings and committee meetings.
2. In consultation with the Secretary, arrange for committee meetings to be held monthly or at other intervals as agreed by the Committee and for notices and agendas to be circulated.
3. Keep abreast of club operations and identify matters requiring attention of the committee.
4. Monitor external communications with the VFMC and refer them internally as appropriate. Respond to such communications as appropriate.
5. Ensure that an AGM is scheduled each year following the end of the financial year on 31st March.
6. Abide by the Committee’s group norms, as determined by the Committee in the first meeting following the AGM.