



Running Wild President

Job Specification

as at December 2021

The President is responsible for the leadership, direction, and coordination of the activities of the not-for-profit, incorporated association.

Governance duties required of all incorporated associations

The President must:

- Chair all general and Management Committee meetings and ensure they are conducted in a manner complying with all relevant laws
- Ensure that a meeting of the Management Committee, or a General Meeting including the Management Committee, is held once in every four calendar months
- Ensure that the association complies with its rules and requirement of the Associations Incorporation Act 1981 (Qld), the Associations Incorporation Regulation 1999 (Qld), and all governance standards of the Australian Charities and Not-for-profits Commission
- Act honestly and in the best interest of the association
- Exercise care, skill and diligence in carrying out their role
- Act as a signatory for the association in all legal and financial purposes
- Work with the Management Committee to ensure the necessary skills are represented on the Management Committee and that a succession plan is in place to help find new committee members when required
- Oversee development of relevant policies, strategic and business plans in order to achieve the goals of the association
- Ensure that a member from the Management Committee is duly represented as chairperson on any designated specialist subcommittees formed within the association
- Prepare an AGM agenda in consultation with other Management Committee office bearers
- Ensure the association never trades whilst insolvent
- Be satisfied that its Responsible People (such as Management Committee members, the association Manager, or other senior staff) are not disqualified from managing an association under the Corporations Act 2001 (Australia) or disqualified from being a Responsible Person of a registered charity by the ACNC Commissioner, and remove any Responsible Person who does not meet these requirements
- Ensure written handover of all relevant information to the incoming President

Running Wild specific duties

The President is required to:

- Serve as official spokesperson when required
- Oversee the day-to-day to management of the organisation, working in collaboration with Running Wild's CEO, program or team leaders, and other members of the Management Committee
- Support programs in a consultancy capacity, with specialist management, training, marketing, conservation, hospitality and/or another area of expert knowledge.