

 CITY OF GRAFTON EISTEDDFOD SOCIETY INC.	THE ROLE OF THE PRESIDENT
ABN: 25 536 393 358	As at September 2026

Membership of the Committee

The Committee has a maximum total of 7 positions.

There are 4 office-bearers:

- a) President
- b) Vice-president
- c) Treasurer
- d) Secretary

There are up to 3 additional positions (which are optional), held by ordinary Society members which perform the following roles:

- a) Event Co-ordinator – Dance
- b) Event Co-ordinator – Schools' Days, and Speech & Drama
- c) Event Co-ordinator – Music, and Battle of the Bands

The Main Role of the President

The role of the President of the *City of Grafton Eisteddfod Society* is to provide leadership for the Society and the Committee, ensure good governance, and the overall success of the Society. The President is the main spokesperson for the Society and works to maintain key relationships within and outside of the Society.

The Main Tasks of the President

The duties of the President include but are not limited to:

- Chairperson:
 - Chairing Committee meetings.
 - Ensuring that meetings are run efficiently and effectively.
- Signatory:
 - Acting as a signatory for the Society in all legal purposes and financial purposes.
 - Authorizing online payments prepared by the Treasurer.
- Oversight:
 - Working with the Committee to ensure:
 - the necessary skills are represented on the Committee, and
 - a succession plan is in place to help find new Committee members when required.

- Ensuring relevant strategic and business plans are developed, reviewed and updated in order to achieve the goals of the Society.
 - Monitoring and reviewing the Society's financial management and reporting.
 - Ensuring the Society is managed in line with its Constitution.
- Representation:
 - Serving as a spokesperson and representative for the Society.
- Liaison:
 - Assisting in the development of partnerships with sponsors, funding agencies, local and State government, shared facility users, and organisations that are relevant to the goals of the Society.
