

Role Description - President

1. Convene and Chair three to four committee meetings plus Annual General Meeting each year
 2. Co-ordinate email discussion and decision making on committee email group list
 3. Prepare Presidents Reports for Committee Meetings and AGM
 4. Periodically update Presidents message on home page of website
 5. Co-ordinate planning for State Championship, CSIM and Winter Masters
 6. Check budgets and flyers prepared by Vice President for Scrabble NSW tournaments
 7. Liaise with Club Presidents in setting tournament dates
 8. Maintain spreadsheet of regular dates for tournaments
 9. Liaise with people expressing interest in establishing new clubs
 10. Maintain list of clubs, both on website and on spreadsheet suitable for printing and distributing
 11. Work towards establishment of networks or leagues to cover specific regions
 12. Maintain up-to-date tournament calendar, including flyers, on NSW website
 13. Inform national website co-ordinator of new entries to calendar
 14. Post committee decisions and AGM documents to Scrabble NSW website
 15. Attend CASPA AGM meeting at Easter
 16. Participate in email discussions between State Presidents and CASPA board members
 17. Administer Commonwealth Bank account and transfer monies when appropriate
 18. Bank monies received for book sales, memberships and levies
 19. Inform Treasurer of moneys banked and payments made, and refer invoices which are subject to GST
 20. Co-ordinate submission NSW content for ATB
-

21. Write NSW report for ATB
 22. Submit club information changes for ATB
 23. Update website where information is found to be incorrect, incomplete or out-of-date
 24. Respond to enquiries received through website
 25. Maintain Membership Form and letter from President sent to new members
 26. Seek sponsorship/partnerships from potential organizations
 27. Acquire publications to be sold to members at discounted prices
 28. Maintain supplies of scrabble sets to be made available to new clubs and leagues
-