



Position Title	Volunteer President Neighbourhood Watch NT (Board Chair)
Location	Northern Territory
Primary Objective	The role of the President is to provide leadership and direction to the NHWNT Board in execution of its duties. The President is responsible for ensuring that the Board and its members are aware of and fulfil their governance responsibilities, comply with appropriate laws and bylaws, conduct board business effectively and efficiently and are accountable for their performance. The President also chairs the Executive/ Finance Committee and supports the Office Manager.
Key responsibilities	<ul style="list-style-type: none"> • Be well informed about all the organisation’s activities • Ensure the board acts according to the Constitution, legislation (Act and regulations) and the duties of all office holders and subcommittees • Preside over meetings to: <ul style="list-style-type: none"> ○ direct overall business and behaviour ○ control timing of meeting ○ control order of speakers ○ keep discussion on track ○ decide when the discussion should finish ○ frequently summarise • Ensure accurate minutes are taken, endorsed and signed • Ensure subcommittees meet regularly and report back to the full board with their activities • Ensure that planning and budgeting for the future is carried out • Meet regularly with the Office Manager to obtain feedback on current matters • Provide regular support and supervision to the Office Manager in undertaking their duties • Prepare report for the AGM including the Annual Report and audited financials • Manage any grievances or disciplinary matter in relation to the performance of the Board and the Office Manager