

JOB DESCRIPTION - FOS PRESIDENT



ROLES

- Supervise and support the general running of the Group
- Chair meetings
- Represent FOS to outside organisations
- Liaise with DEH staff as required
- Promote the Group to outside organisations and DEH

REGULAR FUNCTIONS

- Meetings
 - Chair general member meetings on second Friday for 4 meetings a year- March, July, September and November or delegate to Vice-President.
 - Chair any other meetings needed
- Attend as many group functions as practicable
- Reports
 - Prepare reports for general meetings
 - Prepare Annual Report for AGM in March
 - Prepare an annual report for Friends of Parks Inc. (FOP) AGM
 - Provide periodic reports for the Webmaster for inclusion on the website

DUTIES

- Supervise and support the general running of the Group
 - Ensure members are kept informed of decisions, training opportunities, activities and general information. These are sent out by email by Secretary as they come in from DEW.
 - Ensure members act in accordance with group and DEH disciplines
 - Make sure business is completed
 - Keep up to date with FOP training opportunities to advise members. These are sent out by email by Secretary as they come in from DEW.
 - Ensure the group engages in activities that support Outback Region Parks
- Chair Meetings
 - Supervise preparation of agenda
 - View and familiarise with correspondence
 - Open meeting on time and welcome members and visitors
 - Ensure minutes are kept
 - Introduce guest speakers
 - Ensure the smooth passage of business and close meeting at reasonable time
- Represent FOS to outside organisations (or delegate)
 - Attend meetings with other groups as invited
 - Attend FOP AGM
 - Attend annual FOP forums (Registration is paid by FOS)
 - Attend meetings, forums, functions as invited
 - Respond to magazine articles and reports where FOS has something to comment
 - Respond to surveys, draft procedures, Management Plans as opportunities arise
- Liaise with DEH staff (usually Liaison Ranger)
 - Encourage regular attendance at FOS meetings
 - Keep staff informed of FOS activities and projects
 - Keep informed of DEH projects and activities of interest to FOS
 - Visit Pt Augusta office opportunistically to develop personal contact
 - Maintain regular contact via telephone and e-mail
- Promote the Group to outside organisations and DEH
 - Be aware of awards that members and rangers can be nominated for
 - Apply for promotional award recognition e.g. SA Great Awards
 - Submit reports and articles to interested bodies