

## Position Description - President Permaculture Sydney North.



The President of PN needs to have a genuine passion and commitment to Permaculture and Permaculture North. They need to have the best interests of the organisation at heart and to think and operate holistically. They need to be able to operate across the whole organisation rather than concentrating on just one specific function of it.

The President has the overall responsibility for making sure that PN is running smoothly and achieving its aims and objectives. He or she guides the development of policies and systems to provide a decision-making framework for the management committee and to ensure that decisions and actions align with Permaculture ethics and principles and with PSN's aims and objectives. They are abreast of what's happening across PN, constantly considering the overall direction of the organisation. The president is the public figure head and spokesperson of the organisation. He or she represents PN in public and maintains regular communication with all PN stakeholders.

A large proportion of the role involves attending meetings (both internally within PN and externally with other groups); communicating and networking with a range of individuals and groups; resolving issues within the organisation; public speaking; considering implications of administrative and legal issues; and organising and chairing meetings and events.

A good president is conscious of the need to build a strong organisation, a large body of people with a strong interest in the organisation itself and Permaculture as a whole. They do this by involving people, delegating, seeking advice and keeping everyone informed.

### **Specific Duties: Meetings**

- Management Committee Meetings.

In conjunction with the General Secretary the PN President organises the Management Committee meetings. This involves a) setting regular notified monthly or bi-monthly MC meetings b) calling for agenda items two weeks prior to the meetings c) sending out the agenda, minutes of the last meeting and the correspondence since last meeting one week prior to the management committee meeting. The President is required to attend the PN MC Meetings and to chair them, or to delegate this job to the VP or another MC member. The president also needs to sign the minutes in the minute book to verify a true and accurate record of the minutes.

- Office Bearers Meetings.

The president is required to attend Office Bearers meetings as required.

- PN Regional Monthly Meetings.

The president is required to give a report at the PN regional public meetings in the general business part of the meeting as required.

- PN Team Meetings.

The President attends PN team meetings as required to ensure their smooth operation and to be informed of progress across the organisation. It also allows the President to be a communication link between the teams and the MC.

- PN Local Group Meetings

The president should attend Local group meetings when needed or be kept updated regularly by Local Groups co-ordinator.

- Permaculture Sydney Basin Meetings.

The President needs to attend or nominate a representative to attend the seasonal Permaculture Sydney meetings with PSW and PSS.

- External Meetings

Other groups and organisations will invite the president to attend or speak at their meetings. The President should attend these or nominate another MC member in their place.

### **Other Specific Duties**

- **Resolving Issues and disputes.**

The president will be called upon from time to time to resolve issues or disputes arising from the organisation.

- **Organisational Inquiries**

He or she will also handle inquiries of members and the public both by phone and through the president's PN email address

- **Written Monthly Report for PN News**

The President is required to write a monthly president's report in the PN News.

- **Review the website**

Ensure contributions of teams and local groups

- **Communication with the MC.**

Keep the management committee informed about developments.

- **Emergency decision maker**

In times of emergency the President may need to make a decision between meetings. This should only occur when necessary and after consultation with as many other mc members as possible.

- **Attend official functions**

Invitations to cocktail parties and other such functions will require a president or representative

- **Keeping informed and up to date.**

The president needs to keep informed of latest developments and events within the broader pc movement and about Permaculture itself.

- **Recruitment and succession Planning**

The president needs to be continually seeking to recruit members into PN positions, encourage participation and plan for succession of Team leaders and Office bearers for the Management Committee.

- **AGM**

The President is required to write and deliver an annual report at the AGM.

### **Requirements of the position:**

It is essential the president has: a) a Permaculture Design Certificate PDC; b) adequate knowledge and experience of Permaculture; c) served some time on the MC of PN or another Permaculture MC; d) a thorough awareness of and sympathy with the aims and objectives of PN; e) genuine passion and commitment to Permaculture and a belief that pc is solution to environmental problems; and f) awareness of the broader issues of the Permaculture movement.

### **Skills of the President**

Some important skills a president needs to have include good: \* Communication and people skills; \* Public speaking skills; \* Knowledge and experience of Permaculture; \* Conflict resolution skills; \* Negotiation skills; \* Organisational skills; \* Promotion and PR skills; \* Group work skills; \* Meeting procedure and chairing skills.