



Association Phoenix

Caring for and re-homing animals in need

Guidance Notes – PRESIDENT

Association Phoenix is a French registered charity, exclusively supported by volunteers.

Role Description

The President presides over the Conseil d'Administration (Conseil) and chairs the Conseil meetings. If the Conseil fails to achieve a consensus on an issue, the President has a casting vote on a tie, but he or she cannot be compelled to cast it.

The President will provide leadership and direction to the Conseil.

The President will direct the Conseil to fulfil their responsibilities for the overall governance and strategic direction of the Association.

The President will ensure that all relevant legislation is complied with.

The President will work in partnership with the Conseil and support members, assisting them to achieve the aims and objectives of the association.

The President will ensure that a deputy is available to undertake the day-to-day responsibilities during any absence.

Responsibilities

- ◆ Ensure the effective and efficient administration and financial stability of the Association.
- ◆ Ensure the Association applies its resources exclusively in pursuance of its objectives.
- ◆ Planning the annual cycle of meetings, setting agendas, chairing and facilitating Conseil and Ordinary General Meetings (OGM).
- ◆ Ensuring that decisions agreed at the Conseil and OGM meetings are implemented.
- ◆ Ensure that an appropriate auditor checks the financial accounts and reports to the OGM.
- ◆ Represent the Association at major events.
- ◆ Act as spokesperson for the Association as required.
- ◆ Ensure that all grievances are reviewed and resolved.

Qualities

- ◆ Commitment to the Association.
- ◆ Team player understanding the demands for clear communication.
- ◆ Ability to act impartially, to be discrete and respect confidentiality.
- ◆ Good independent judgement, ability to think creatively and to have a strategic vision.
- ◆ Knowledge of bookkeeping and financial management would be an advantage.
- ◆ Good financial analysis skills.
- ◆ Computer literate with a broadband internet connection.
- ◆ A working knowledge of French is desirable.
- ◆ Experience of working within an animal welfare/ adoption organisation is desirable.
- ◆ Ideally located within the Dordogne or adjacent departments.