



PRESIDENT

About the Position

The President is primarily responsible for overseeing the management of the Australasian Students' Surgical Association and the achievement of its mission and objectives. The President is expected to be actively engaged in the strategic planning for ASSA, and will coordinate progress reports on the association for internal and external viewing at designated time points during the financial year. The President is required to oversee the work of the Committee (including the ASSC Convenor/s) and other office bearers, such as sub-committee and project members. The President is also the official spokesperson of ASSA, and will be the main contact for external parties. Finally, the President is expected to initiate new corporate partnerships.

Key Contacts and Relationships

Internal

- The President will have a close contact with every Executive member, though they will primarily liaise with the Vice-Presidents, Treasurer and Secretary
 - o Report ongoing activities and liaison with the Executive Committee
 - o Will require the approval of majority of the Executive Committee in undertaking activities that significantly impacts ASSA as an organisation
 - o Organise individual meetings with Executive members when appropriate, to ensure the productivity of the organisation
 - o Oversee the work of ASSC Convenors, TASMAN Co-Leads and NZSSA Chair

External

- The President is the official spokesperson of ASSA, and is responsible for directly liaising with external organisations
 - o Royal Australasian College of Surgeons (RACS)
 - o Health professionals
 - o ASSA members
 - o Presidential Committee
 - o Sponsors (with the Sponsorship Officer)
 - o Universities
 - o Other organisations

Key Accountabilities

1. Provide direction and leadership to the achievement of ASSA's philosophy, mission, and strategy, as well as goals and objectives
2. Ensure that Executive members fulfil responsibilities to achieve responsible governance
3. Act as the official spokesperson for ASSA
4. Oversee the work of the Executive Committee and other office bearers
5. Assume responsibility for ASSA's ongoing success and be aware of the requirements of the organisation under the Corporations Law Act 2001 and other regulations administered by the Australian Securities and Investments Commission (ASIC)

Key Accountability 1

Provide direction and leadership to the achievement of ASSA's philosophy, mission, and strategy, as well as goals and objectives

Key Activities:

- Ensure all of ASSA's activities corresponds with the agreed philosophy, mission and strategy of the organisation
- Prepare an annual ASSA strategy paper for internal viewing
- Produce regular documents reviewing ASSA's activities, with plans for pre-determined future time frames
- Coordinate strategic planning meetings with selected Executive members
- Promote the goals and vision/mission of the organisation to the Executive Committee and ASSA's members

Key Outcomes:

- Production of an annual strategic document
- Production of regular review and planning papers, at predetermined intervals
- Organise strategic planning meetings
- Openly discuss strategy and goals of the organisation with the Executive Committee
- Openly outline Goals and mission/vision of ASSA to members

Key Accountability 2

Ensure that Executive members fulfil their responsibilities to achieve responsible governance

Key Activities:

- President must attend all Executive meetings to update him/herself on the activities of the Executive Committee
- President must arrange regular meetings with Committee members to individually discuss their activities, possibly with the presence of the Vice Presidents and Secretary
- President must instigate emergency meetings with Committee members who are not fulfilling their duties and/or not conforming to the Committee Code of Conduct.

Key Outcomes:

- Attendance at every Executive meeting
- Instigation of regular individual Executive member meetings

Key Accountability 3

Act as the official spokesperson for ASSA

Key Activities:

- The President must be available and willing to be the primary media correspondent
- The President must act within the philosophy and goals of ASSA when dealing with external bodies
- The President must sit on relevant committees of external organisations, where possible, which may include:
 - o RACS Academic Surgery meetings
 - o CTANZ Faculty meetings
 - o DCAS Faculty meetings
 - o JDSA meetings
- The President must be key in resolving difficulties in external correspondence
- Along with sponsorship opportunities, the President is responsible for forming new relationships with external bodies.

Key Outcomes:

- Appearing in media releases and other external reports on ASSA
- Being present at relevant meetings
- The creation of new sponsorship agreements and corporate relationships

Key Accountability 4

Oversee the work of the Committee and other office bearers

Key Activities:

- The President must be informed on the activities of the ASSA Committee (including the ASSC, TASMAN and NZSSA)
- The President should attend at least one sub-committee meeting of each relevant Committee member
- The President should liaise regularly with the Vice-Presidents, who are responsible for tracking the work of the Committee

Key Outcomes:

- At the very least, attendance at one sub-committee meeting
- Meet with the Vice Presidents regularly

Key Accountability 5

Assume responsibility for ASSA's ongoing success and be aware of the requirements of the organisation under the Corporations Law Act 2001 (Cth) and other regulations administered by the Australian Securities and Investments Commission (ASIC)

Key Activities:

- Read and be familiar with the Corporations Law Act 2001, along with other relevant legislation
- Read and be inherently familiar with ASSA's Rules & Regulations and Constitution
- Know what duties are required of each Committee member

Key Outcomes:

- Read the stated documents and position descriptions, and be extremely aware of every written word to do with ASSA