



The Buddhist Society of Western Australia (Inc.)

*www.bswa.org*

Dhammaloka Buddhist Centre

18 Nanson Way, Nollamara WA 6061

+61 (0)8 9345 1711

admin@bswa.org

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## **Committee Role Description: President**

Date written: 9/10/2020

Prepared by: Kseniya Abusaif (Vice President)

Date approved: 1/11/2020

Approved by: Stephen Connell, Full Committee

Review Date: 01/12/2021

**Bodhinyana Buddhist Monastery**

216 Kingsbury Drive  
Serpentine WA 6125  
+61 (0)8 9525 2420

**Dhammasara Nuns Monastery**

203 Reen Road  
Gidgegannup WA 6083  
+61 (0)8 9574 6583

**Jhana Grove Meditation Retreat Centre**

283 Kingsbury Drive, Serpentine WA 6125  
+61 (0)8 9525 3314  
jhanagrove@bswa.org

## Role purpose

In a broad high-level role working with the Committee, the Executive Committee, Operations Manager, and the Spiritual Director (who gives spiritual leadership for the Society), the President provides organisational leadership, development, and coordination for the Society on behalf of the lay members.

<b>Position:</b>	President
<b>Reports to:</b>	Full Committee
<b>Direct Reports:</b>	Operations Manager, Male Caretaker, Female Caretaker
<b>Type of Resource:</b>	Volunteer
<b>Work Week:</b>	As Needed

## Duties and responsibilities

- Elected to ensure overall smooth running of the Buddhist Society on behalf of the lay membership
- Designated as one of the office bearers and is part of the Executive Committee
- Drive strategy that will enable the Society to meet its aims and objectives outlined in the constitution
- Work with the Executive Committee and Operations Manager on relevant high-level Society issues
- Work with the Executive Committee to maintain and improve (if needed) Committee Structure and Committee member roles
- Work with the Executive Committee and Full Committee to create, develop, and maintain Subcommittees as appropriate
- Engage in public representational duties on behalf of the Society
- Liaise with peer organisations and government departments at high levels when appropriate
- Oversees, attract, retain, and motivate volunteers and staff
- Manage team members who report to the President
- Responsible for creating and maintaining the right internal climate for the Society
- Articulate BSWA's mission to volunteers and staff so they know why they do what they do and feel great doing it
- Act as a signatory for the BSWA in legal and financial purposes
- Ensure implementation of relevant policies, strategic and business plans in order to achieve the goals of the Society
- Consult with the Honorary Secretary regarding the business to be conducted at each Committee Meeting, General Meetings
- Convene and preside at committee meetings and General Meetings in accordance with the constitution
- Fulfil duties of a Responsible Person under ACNC governance standards
- In partnership with other Responsible Persons of the Society, ensure that the Buddhist Society of Western Australia meets all applicable Federal, State, and Local laws

## Skills and Qualifications

- Two years full member of the Society
- Known to be of good character by senior Society members
- Not listed on the Banned and Disqualified Persons ASIC Register
- A previous leadership role and leadership skills are preferable