



JOB DESCRIPTION

PRESIDENT THE OLD ALBANIAN CLUB

Required to:

- Chair meetings of the OA Club Committee, and oversee the activity of all sub-groups and representatives.
- Act as a figurehead for the Club, making short speeches at events when required, and being a 'host' at Club events, circulating and welcoming members.
- Attend all OA Club events where possible, and School events as appropriate, making a short speech at 5-6 of these events.

Other Responsibilities

- Ex-officio Governor of the School, which involves 3 board meetings per year. Any further involvement outside of these meetings is at your discretion.
- Trustee of the Old Albanian Sports Association, the charitable company with overall responsibility for the Old Albanian Club's Pavilion at Woollams.

Estimated time commitment required:

- 1-2 hours per week for general correspondence and administration
- Attendance at:
 - 4 OA committee meetings per year (usually weekday evenings)
 - 3 School Governors' meetings per year (usually Saturday mornings)
 - 4 OA Sports Committee meetings per year (usually weekday evenings)
 - 8-12 OA and School events per year