



# Sussex Pétanque Association

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## SXP Elected Officers

### SXP President

#### **Job Description**

- To chair SXP Management Committee (SXP MC) meetings
- To chair SXP Annual General Meetings (AGM) and Extraordinary General Meetings (EGM) that may be called
- To represent the interests of SXP at National level and to report national developments to the SXP MC and the SXP membership
- To act as focal point, together with the SXP Secretary for receiving and responding to correspondence from the English Pétanque Association's Management Committee (EPA MC), SXP Clubs, Leagues, Members and external communications
- To attend all SXP events where possible
- To undertake other duties that may be needed for the benefit of SXP
- To oversee all work of the SXP MC and to provide support to SXP MC members where necessary
- To ensure SXP is run in a professional manner within the principles of the code of good governance and does not contravene the SXP or EPA Constitution
- Act as final arbiter on cases of misconduct by members of SXP following investigation by the SXP MC
- To provide a report at the SXP AGM
- To undertake other duties that may be needed for the benefit of SXP
- To promote a positive image of SXP and be an ambassador for the region
- To be aware of and work within the EPA's Member's Code of Conduct and Equity Policy
- Not to bring the name or reputation of SXP in disrepute

#### **Financial Responsibility**

- To agree items of expenditure in consultation with the SXP Treasurer

#### **Skills**

- Computer literacy
- Access to the internet and use of e-mail
- Communication, organisation, negotiation and leadership skills