

MCA President

Provide leadership to position the Association at the forefront of the Construction Industry. Develop a Strategic Plan to advance the Associations vision/mission and objectives and to promote revenue and growth. Oversee Association operations to ensure production efficiency, quality, service and cost-effective management of resources. All work performed and provided to the Association including intellectual, and where not previously claimed legally by others, is irrevocably the property of the Masonry Contractors Australia Ltd.

DUTY STATEMENT

MCA PRESIDENT

DUTY STATEMENT

Title:	President	Elected Date:	1 July 2018
Length of Term:	3 Years	Reports to:	Executive Committee
Salary/Remuneration:	N/A	Last Revision Date:	1 July 2018
Key Performance Indicators:	Membership & Revenue	Prepared by:	Brendan Coyle

SUMMARY

Provide leadership to position the Association at the forefront of the Construction Industry.

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PRIMARY RESPONSIBILITIES

1. Develop a Strategic Plan to advance the Associations vision/mission and objectives and to promote revenue and growth as an organisation.
2. Oversee Association operations to ensure production efficiency, quality, service and cost-effective management of resources.
3. Plan, develop and implement strategies for generating resources and/or revenues for the Association. (Networking, Membership, Awards Dinner, Education, Sponsors, Affiliates, Advertising etc. and identify opportunities.)
4. Approve Association operational procedures, policies and standards.
5. Review activity reports and financial statements to determine progress and status in attaining objectives and revise objectives and plans in accordance with current conditions.
6. Evaluate performance of Executives for compliance with established policies and objectives of the Association and contributions in attaining objectives.
7. Act as a spokesperson and promote the Association through written articles and personal appearances at conferences.
8. Represent the Association at construction forums, committee meetings and at formal functions.
9. Promote the Association to local, regional, national and international bodies.
10. Build a network using personal contacts, direct mail, special events and Award Dinner support.
11. Direct planning and policy-making committees.
12. Is familiar with the Constitution and Rules.

ADDITIONAL RESPONSIBILITIES

Accomplishes all tasks as appropriately assigned or requested.

QUALIFICATIONS AND SKILL REQUIREMENTS

1. Experience in strategic planning and execution.
2. Knowledge of contracting, negotiating and change management.
3. Skill in examining and re-engineering operations and procedures.
4. Experience in formulating policy, and developing and implementing new strategies and procedures.
5. Ability to develop financial plans and manage resources.
6. Ability to analyse and interpret financial data.
7. Knowledge of public relations principles and practices.
8. Knowledge of communication and public relation techniques.
9. Ability to develop and deliver presentations.
10. Ability to identify and secure new membership/funding/revenue sources.
11. Work requires professional written and verbal communication and interpersonal skills.
12. Ability to communicate and interact with officials at all levels of business, associations, unions, government and to work effectively with a wide range of people in a diverse community.
13. Ability to motivate teams and simultaneously manage several projects.
14. This is normally acquired through a combination of the completion of a Degree in Business Administration, Project Management or Accounting and with appropriate industry experience in a leadership role for a small to medium business or company.
15. Able to use Email/Outlook, Word and Excel.
16. Preferably with some skill/knowledge in software.
17. Work requires willingness to work a flexible schedule and travel.
18. An energetic, forward-thinking and creative individual with high ethical standards and an appropriate professional image.
19. A strategic visionary with sound technical skills, analytical ability, good judgment and strong operational focus.
20. A well-organised and self-directed individual who is “politically savvy” and a team player.
21. An intelligent and articulate individual who can relate to people at all levels of an organisation and possesses excellent communication skills.
22. A good educator who is trustworthy and willing to share information and serve as a mentor.
23. A decisive individual who possesses a “big picture” perspective and is well versed in masonry.
24. Ability to read, analyse and interpret documents.
25. Ability to respond effectively to sensitive inquires or complaints.
26. Ability to make effective and persuasive speeches and presentations on import topics.
27. Possess outstanding personal qualities, self-confidence and decisiveness.
28. Possess the ability to articulate vision and drive toward achievement of that vision.
29. Encourage new ideas and a good listener.

TIME COMMITMENT REQUIRED

Attend Executive and General Meetings monthly.

EXPENSE POLICY

It is the policy of the Association to reimburse the President for Association related costs according to the prior written/email approval of the Executive Committee, and provide invoice.

WORKING CONDITIONS

Working conditions are normal for an office environment. Work may require frequent weekend and evening work. Work may require frequent overnight travel. Work may require frequent visits to construction sites and be exposed to those weather conditions. The noise level in the work environment could be moderate to high.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee/volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee/volunteer is to stand; walk; sit use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel, crouch or crawl; talk or hear; taste or smell. The employee/volunteer must be able to lift and/or move up to 20kg. Specific vision abilities required by the job include close vision, distance vision, colour vision, peripheral vision, depth perception and the ability to adjust focus.

AGREEMENT

I.....have read, understand and agree to the Terms and Conditions set out about regarding the roles and responsibilities placed upon myself in signing this document. I also agree to abide by the Association Constitution and any sub sequential Executive Committee changes and with regard to any health or safety direction given by the Association at any time.

Sign:.....

Date:.....