



Asia Pacific Deaf Sports Confederation

Registration Number is 1227-12-PER (Malaysia)

Position Description for

President

General duties for all Board members:

1. Understand and demonstrate a commitment to the organisation's mission and programs
2. Keep up to date with issues and trends that affect the organisation
3. Prepare for meetings by reading agendas, minutes, reports and other documentation required to actively participate in them
4. Attend Board meetings regularly
5. Contribute skills and knowledge by participating actively in meetings and committee work
6. Make inquiries when clarification or more information is needed
7. Understand and monitor the organisation's financial affairs
8. Avoid any potential conflicts of interest
9. Understand and maintain confidentiality
10. Ensure the organisation is complying with all legal and regulatory requirements

Specified duties for President:

1. Is a partner with the Secretary-General in achieving the APDSC's mission
2. Provides leadership to the Board of Directors, who sets policy and to whom the Secretary-General is accountable
3. Develops agendas for Board/Congress meetings with the Secretary-General
4. Chairs meetings of the APDSC Executive Committee
5. Recommends to the board which committees (commissions) are to be established
6. Seeks volunteers for committees and coordinates individual board member assignments
7. Appoints the chairpersons of committees, in consultation with Secretary-General and other board members
8. Serves ex officio as a member of committees and attends their meetings when invited
9. Ensures that board matters are handled properly, including committee functioning, recruitment of new board members, orientations, and meeting preparation
10. Discusses issues confronting the APDSC with the Secretary-General
11. Helps guide and mediate board actions with respect to APDSC's priorities and governance concerns
12. Reviews with the Secretary-General any issues of concern to the board
13. Monitors financial planning and financial reports
14. Evaluates the performance of the Secretary-General and the effectiveness of the board members

32 Members of APDSC:

Australia, Bahrain, Bangladesh, China, Chinese Taipei, Fiji, Hong Kong, India, Indonesia, Iran, Iraq, Japan, Jordan, Kazakhstan, Korea, Kuwait, Kyrgyzstan, Macau, Malaysia, Mongolia, Nepal, New Zealand, Pakistan, Philippines, Saudi Arabia, Singapore, Tajikistan, Thailand, Turkmenistan, United Arab Emirates, Uzbekistan, Yemen

15. Annually evaluates the performance of the APDSC in achieving its mission and objectives
16. Speaks and represents the APDSC to the media during the AP Deaf Games/Championships
17. Annually reviews matters of governance that relate to the board's structure, role, and relationship to AP members

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