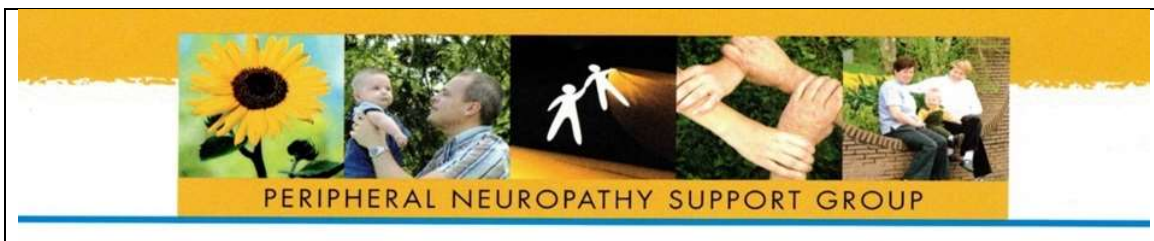


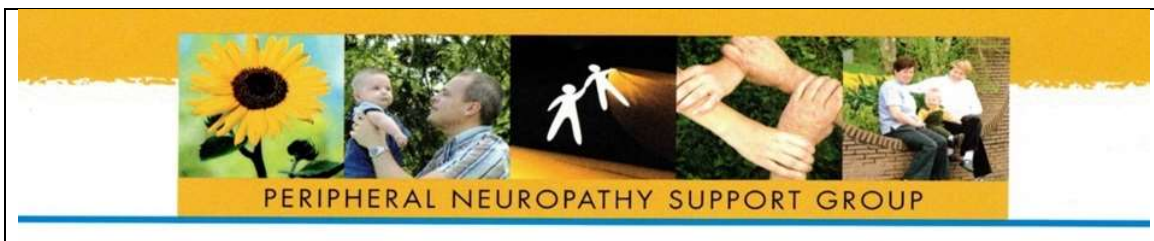
Job Description - Chairman

Job Purpose
1. Provide leadership and support to help the Committee to identify the requirements of members and maximise benefits to those members. 2. Develop, manage and monitor Performance Indicators to achieve item 1. 3. Perform necessary activities to promote the group to appropriate parties to meet targets as identified in items 1 and 2.
Main Duties and Responsibilities
1. Ensure monthly meetings are held in a timely and professional manner.
2. Develop and monitor key performance indicators.
3. Identify, develop, implement and monitor plans based upon key performance indicators.
4. Ensure relevant legal compliance is identified, communicated and realised.
5. Data, Information Access and Document Management and Security.
6. Ensure Management and Committee Members adhere to PNSG Ground Rules.
7. Promotion activities that benefit PNSG membership. (Including research, promote the group and PN awareness).



Job Description - Chairman

Attitude, Knowledge, Qualifications, Skills and Experience
Attitude Essential: 1. Put the long term “good” of the members before his /her own ambitions. 2. Leave his /her ego at the door. 3. Be open to ideas and opinions from others by “judging the message, not the messenger”.
Knowledge/Qualifications Essential: 1. A high level of general West Australian business knowledge. Desirable: 1. Tertiary business education.
Skills Essential: 1. Good communication at all levels. 2. Basic marketing and sales effectiveness. Desirable:
Experience Essential: 1. Working with ACNC (Australian Charities and Not-for-profit Commission) and registered NFPs (Not-For-Profit organisations). Desirable: 1. In a similar role e.g., as a board member or board secretary.



Job Description – Chairman

Job Features
Planning and Organising: 1. Plan and organise to develop and attend appropriate meetings, events and functions that help to directly and indirectly add value to PNSG membership e.g., Neurological Council of WA.
Decision Making: 1. Make appropriate decisions that reinforce PNSG's established values, goals, policies and management plans.
Internal/External Relationships: 1. Build strong relationships with people who operate within and externally to the PNSG.
Problem Solving: 1. To be able to demonstrate multiple and often imaginative and practicable solutions to problems.
Other: 1. Have a wide understanding of The Peripheral Neuropathy Support Group, its member's needs and the industry in which the group operates within to be effective.