



PRESIDENT

INSERT
YOUR
CLUB LOGO

REPORTS TO Committee

PURPOSE OF THE ROLE

The President is primarily responsible for ensuring the club sets and meets their goals and objectives, is administered according to the Club Rules and completes all legal and compliance obligations.

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Hold current or willing to apply for a volunteer “Working with Children Check”
- Effective communication skills
- Approachable, positive and enthusiastic
- Experience in a leadership role
- Knowledge of the sport and competitions requirements at local, regional and state levels
- Be receptive to change

DUTIES AND RESPONSIBILITIES

Prior, during and post season the President duties may include but are not limited to:

- Defines and documents the club culture and behaviours
- Ensure compliance and legislative obligations are met
- Ensure and maintain the health and safety of all club members
- All complaints and disputes are investigated and responded to according to club policies and procedures
- All club positions, roles and sub committees have regularly reviewed position descriptions
- Volunteers are trained and supported throughout the year to undertake their roles successfully
- Ensures the committee receive regular and accurate financial reporting, budgets and cash flow projections
- Effective meetings and communication to stakeholders are run accordingly
- Manage (chair) the Annual General Meeting and all committee and/or executive meetings
- Regularly liaise with sub committees to ensure they receive assistance and support when needed
- Ensure the key stakeholder relationships of the club are strong and maintained
- Liaise with all relevant stakeholders
- Establish and review for appropriateness the structure of the Club for the delivery of Club Programs at least once annually
- Ensure the club is reflective of the community
- Ensure that the Club operates in a financially responsible and accountable manner. Ensure that the Club acts legally, morally and ethically in all its dealings.

TIME COMMITMENT 4-10 hours per week or as requested