

# President Job Description

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

## **Responsibilities and Duties**

The general responsibilities of the President are wide and varied and include, but certainly not limited to the following responsibilities:

### **Knowledge**

- To be well informed of all club activities, especially those of all sub committees
- Have a good working knowledge of the Model Rules, Club rules and Bylaws, policies and procedures as well as ALL duties of ALL office holders
- Strong understanding of the legal and compliance obligations of running the club

### **Governance**

- Defines and documents its club culture and behaviour and continually communicates them to members, players, coaches, supporters and volunteers
- Ensures the club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
- All club positions, roles and sub-committees have regularly reviewed position descriptions or terms of reference
- Volunteers are trained and supported throughout the year to undertake their roles successfully

### **Meetings, Communication and key relationships**

Running meetings and communicating to club members are core responsibilities of a club president including

- Setting the agenda for each committee and general meeting, including clubs annual general meeting
- Chair all committee meetings
- The President gets casting vote.
- Chair the Annual General Meeting
- Regularly liaise with sub committees to ensure they receive assistance and support as to what they need and are reporting regularly to the committee
- Ensure committee members, team manager and coaches fulfil their responsibilities to the club
- Oversee duties of all Office-Bearers and delegate where necessary.
- Attend all Casey meetings.
- Must make a report at the end of year AGM

## Requirements

- Act in the best interest of the members at ALL times
- Attend ALL committee meetings and supply written report
- Undertake the role in good faith and honesty

If at any stage the President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Secretary of the conflict who will immediately inform all other committee members.

## Essential skills and Requirements

- Hold or willing to apply for current volunteer's "Working with Children" check.
- Can communicate effectively
- Can oversee organisational activities
- Has a good working knowledge of the rules of the club and the duties of ALL office holders and subcommittees
- Is a supportive leader for all members
- Able to chair committee or executive meetings
- Unbiased and impartial on ALL issues
- Receptive to change
- Dedicated club person
- Must hold current VNA

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Secretary: \_\_\_\_\_

Secretary Signature: \_\_\_\_\_