



# President

The President is primarily responsible for ensuring the club sets and meets its goals and objectives [in partnership with the committee], and that the Club is administered according to the Club Rules and completes all legal and compliance obligations.

## Responsibilities

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

## Knowledge

To successfully undertake the role of President the role requires the person:

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

## Governance

Key governance responsibilities include ensuring the club:

- Defines and documents its club culture and behaviors 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
- Implements strong financial controls to protect the cash and assets of the clubs as well as the volunteers handling the cash
- Ensures the committee receive regular and accurate financial reporting, budgets and cash flow projections
- Ensure compliance and legislative obligations are met
- Ensure the health and safety of all club participants
- Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
- Has regularly reviewed position descriptions or terms of references
- Has well documented policies and procedures
- Volunteers are trained and supported throughout the year to undertake their roles successfully

## **Meetings, communication and key relationships**

Running meetings and communicating to stakeholders are core responsibilities of a club President including:

- With the Secretary set the agenda for each committee and general meeting, including the clubs annual general meeting
- Chair all committee meetings
- Chair the annual general meeting
- Act as a spokesperson for the club and represent it locally, regionally and nationally as required
- Regularly liaise with sub committees to ensure they receive assistance and support as and when they need it
- Ensure that all sub-committees are regularly reporting to the committee.
- Liaise with all relevant stakeholders
- Ensure committee members, team managers and coaches fulfil their responsibilities to the club.
- Ensure the key stakeholder relationships of the club are maintained and nurtured

## **Requirements**

The President is expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings
- 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 Club Secretary of the conflict who will immediately inform all other committee members.

## **End of year hand over**

### **Updating key documents**

At the end of each year a key activity of the President will be to review and revise their position description to ensure it continues to reflect the requirements of the role.

### **Induction of the incoming President**

An important responsibility of outgoing President is to train, mentor and support the incoming President.

## Essential Skills and requirements

- Hold or willing to apply for a current volunteer's "working with children" check (if legally required)
- Can communicate effectively
- Can oversee organisational activities
- Is aware of the future directions and plans of members
- 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 member's.
- Able to chair committee or executive meetings.
- A good understanding of the sporting and competition requirements at local, regional and higher levels.
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated club person.

**The estimated time commitment required as the President is 8 hours per week during the season and 4 hours out of season.**