



**CLUB  
SUPPORT  
PROGRAM**



## Position Description

# President

### Overview

The President is primarily responsible for ensuring the club:

- sets and meets its goals and objectives;
- 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 are not limited to the following responsibilities.

### Knowledge

To successfully undertake the role of President, a person should:

1. Be well-informed of all club activities, particularly those of all subcommittees
2. 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
3. Have a strong understanding of the legal and compliance obligations of running the club

### Governance

Key governance responsibilities include ensuring the club:

1. Defines and documents its club culture and behaviours and continually communicates them to members, players, coaches, supporters and volunteers
2. Has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
3. Implements strong financial controls to protect the cash and assets of the clubs as well as the volunteers handling the cash
4. Committee receives regular and accurate financial reporting, including budgets and cash flow projections
5. Meets its compliance and legislative obligations
6. Promotes and protects the health and safety of all club participants
7. Investigates and responds to all complaints and disputes in a timely manner, according to club policies and procedures
8. Regularly reviews all club positions, roles and subcommittees position descriptions or terms of reference
9. Documents all club activities in operations manuals, policies and procedures



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10. Provides training and support for volunteers 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:

1. Setting the agenda for each committee and general meeting, including the club's annual general meeting
2. Chairing all committee meetings
3. Chairing the annual general meeting
4. Acting as a spokesperson for the club and represent it locally, regionally and nationally as required
5. Regularly liaising with subcommittees to ensure they receive assistance and support as and when they need it
6. Ensuring that all subcommittees are regularly reporting to the committee.
7. Liaising with all relevant stakeholders
8. Ensuring committee members, team manager and coaches fulfil their responsibilities to the club.
9. Ensuring the key stakeholder relationships of the club are maintained and nurtured

### **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. The updated Position Description must be provided to the Club Secretary prior to the Annual General Meeting each year.

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

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

### **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
- Hold or willing to apply for a current volunteer "working with children" check

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.



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### **Essential skills and attributes:**

- Effective communicator
- Well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the club
- Can oversee organisational activities
- Aware of the future directions and plans of members
- Good working knowledge of the rules of the club and the duties of all office holders and subcommittees
- Supportive leader for all Club members.
- Capable of chairing 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 **XX** hours per week.

### **Disclaimer**

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