

Sample Role Description - President

Desirable Attributes:

- Be well informed of all organisation activities and able to provide oversight Be able to develop good relationships internally and externally
- Be forward thinking and committed to meeting the overall goals of the Club
- Have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- Be able to work collaboratively with other Committee Members
- Be a good listener and attuned to the interests of members and other interest groups
- Be a good role model and a positive image for the Club in representing the Committee in other forums (e.g. Competition Association delegate meetings)
- Be a competent public speaker

Suggested Duties

1. Be an effective and efficient Chairperson, encourage focused discussion and have a sound knowledge of debating and meeting procedures.
2. Represent your club at a local, district and regional level in a positive and professional manner, actively promote your club.
3. Keep informed of all club activities and be aware of about future planning initiative
4. Ensure your clubs financial management procedures and budgeting remains on target and is achieved. Actively support all fundraising and identify potential Sponsors. Oversee Treasurers reports are regularly provided to Committee.
5. Maintain an overview of your club's strategic planning initiatives.
6. Ensure at all times the management of your club remains open, positive, progressive and the objects and aims of your club are respected and observed.
7. Be fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of others involved in your club.
8. Be unbiased and impartial, give clear direction and set an example for others to follow.
9. Ensure the list of responsibilities delegated to the Committee and various office bearers are widely communicated and understood.
10. Have a good and clear understanding of your club rules, the constitution and the responsibilities of the various office bearers.
11. Ensure club rules, constitution and by-laws are respected and observed by everyone involved. Know how to run a meeting (ie. Chairmanship)
12. Actively educate players, officials, club members and parents involved in your club, to abide by and support the Rules, Regulations and Codes of Conduct.
13. Be prepared to make difficult decisions on behalf of your club if necessary and insist on all members and parents respecting and abiding by your club's discipline provisions.

Share of Committee Workload: 40%