



Position Description – President

OBJECTIVE

The role of the President is to provide the principal leadership and responsibility for the Club, its Directors and the Committee. The President is primarily responsible for ensuring the Club sets and meets its goals and objectives, is administered according to the Club's Rules and completes all legal and compliance obligations.

RESPONSIBILITIES

- To be well informed of all Club activities.
- Have a good working knowledge of the Club's Constitution, Regulations, Policies and Procedures as well as the roles and responsibilities of all committee members.
- Have a strong understanding of the legal and compliance obligations of running the Club and ensuring that these are adhered to.
- Ensure the Club has a clearly defined purpose, vision and set of values to guide decision-making, club culture and behaviour.
- Facilitate planning and ensure the Club has clearly defined goals & objectives and documented strategies & implementation plans on how they will be achieved over the short-, medium- and long-term.
- Ensure the necessary policies and procedures are in place to protect the safety of Club members.
- Work with the Club's Directors and Committee to ensure all Club documentation is regularly reviewed and in line with required standards and the Club's strategic direction.
- Work with the Club's Directors and Committee to ensure progress against strategic priorities by regularly reviewing Club activities and operational plans.
- Work with the Treasurer to ensure strong financial controls are in place to protect Club assets.
- Work with the Member Protection Information Officer to ensure all complaints and disputes are immediately investigated and responded to according to Club policies and procedures.
- Act as a signatory for the Club in all legal purposes and financial purposes.
- Manage and Chair all Board and/or Committee meetings and the Club's annual general meeting with efficiency and effectiveness.
- Regularly liaise with committee members, managers, coaches and marshals to ensure they fulfil their roles and responsibilities.
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Club.
- Undertake Ground Official duties on game days/nights, when required.
- Serve as a spokesperson for the Club when required.
- Attend external meetings/forums where relevant.

The estimated time commitment required as the President is 3–4 hours per week.

RELATIONSHIPS

- Member of the Club's Board.
- Responsible for the Club's Committee and all members therein.
- Required to have a close relationship with Nepean Football Association.

ACCOUNTABILITY

- The President is accountable to the Club's Board and its members.

KNOWLEDGE & SKILLS

- Previous experience in a leadership role in a not-for-profit, volunteer-based incorporated associations is desirable.
- Knowledge of the laws and legislation relating to not-for-profit incorporated associations.
- Strong understanding and working knowledge of the Club's Constitution, Regulations, Policies and Procedures.
- Strong communication and interpersonal skills, with particular emphasis on public speaking.
- Strong management skills and ability to delegate and work collaboratively with the Club's Directors and Committee members.
- Ability to motivate and influence members to share and be part of the Club's journey.
- Ability to effectively chair Club meetings.
- Well-developed decision-making skills.
- Experience with planning and operations.
- Sound financial management skills.
- Receptive to change.
- Dedicated Club person and good role model when representing the Club and its members.