# Position Description

## President

Note: The detail contained within this role description is indicative only and should be used as such by organisations to adapt and modify to their needs.

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| **Job Purpose** | The role of the President is to provide leadership and responsibility for the organisation and the committee. The President is primarily responsible for ensuring the organisation sets and meets its goals and objectives, is administered according to the Organisation Rules and all legal and compliance obligations. |
| **Job Responsibilities** | Primary responsibilities for the role of President include:   * To be well informed of all organisation activities. * Have a good working knowledge of the organisation constitution, rules, by-laws, policies and procedures as well as the roles and responsibilities of all committee members. * Strong understanding of the legal and compliance obligations of running the organisation and ensuring that these are adhered to. * Ensuring the organisation has a clearly defined purpose, vision and set of values to guide decision-making, organisation culture and behavior. * Facilitate planning and ensure the organisation has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved over the following year/season. * Work with the Treasurer to implement strong financial controls to protect the cash and assets of the organisation. * Ensuring the necessary policies and procedures are in place to protect the health and safety of all participants. * Work with the Member Protection Information Officer to ensure all complaints and disputes are immediately investigated and responded to according to organisation policies and procedures. * Work with the committee and relevant office holders to ensure all documentation is regularly reviewed and in line with industry standards and the organisation’s strategic direction. * Manage and chair all committee meetings and the annual general meeting with efficiency and effectiveness. * Regularly liaise with committee members, managers and coaches to ensure they fulfil their roles and responsibilities. * Work with the committee to ensure progress against strategic priorities by regularly reviewing activities and operational plans. * 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 organisation. * Act as a signatory for the Organisation in all legal purposes and financial purposes. * Serve as a spokesperson for the Organisation when required. |
| **People Management** | Yes – accountable for all committee members and office holders |
| **Budget Management** | Yes – required to work with the Treasurer in managing annual budget |
| Note: (Remove any points that are not relevant to the role).   * This position requires a clearance/s to work with children which is an essential component of this role and therefore to continuing employment. * The ordinary working hours for the position can include duty on weekends and evenings. * The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment. | |
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| **JOB HOLDER CAPABILITIES** | |
| Qualifications and Experience | * Previous experience in a leadership role in a not-for-profit, volunteer-based organisation is preferable. * Knowledge of the laws and legislation relating to non-profit organisations. |
| Knowledge and Skills | * Strong understanding and working knowledge of the constitution, rules, by-laws, 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 committee members. * Ability to chair committee and executive meetings. * Well-developed decision-making skills. * Experience with planning and operations. * Sound financial management skills. * Receptive to change. * Dedicated and good role model when representing the committee. |

