

**PRESIDENT**

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| **Last reviewed on:**  | **Next review date:**  |
| **Reviewed by:**  | **Approved by:**  |

**Reports to:** Club committee and club members

**Purpose of the role**

The President is the principal leader of the club and has overall responsibility for the club’s administration. The President is primarily responsible for ensuring the club sets and meets their goals and objectives, is administered according to the Club Rules, and completes all legal and compliance obligations.

**Qualifications & Desirable Characteristics**

* Hold current or willing to apply for a volunteer “Working with Children Check”
* Effective communication skills
* Approachable, positive, and enthusiastic
* Experience in a leadership role
* Knowledge of the sport and competitions requirements at local, regional and state levels
* Be receptive to change

**Duties & Responsibilities**

* Defines and documents the mission, vision, and values of the club
* Provide effective, efficient leadership for the club including holding those in the club accountable that are responsible for administration and finances
* Ensure that the Club acts legally, morally and ethically in all its dealings
* Ensure compliance and legislative obligations are met
* Lead the establishment and review of all club policies and regualtions
* Represent the club at local, regional, state and national levels
* Ensure and maintain the health and safety of all club members
* Ensures complaints and disputes are investigated and responded to according to club policies and procedures
* Manage (chair) the Annual General Meeting and all committee and/or executive meetings
* Regularly liaise with committee members and provides assistance and support when needed
* Liaise with all relevant stakeholders regularly and maintains strong relationships
* Ensure the club is reflective of the community

**Time Commitment:** 4-10 hours per week or as requested