



Position Description – President

Objective

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.

Responsibilities

- Defines and documents the club culture and behaviours.
- Ensure compliance and legislative obligations are met.
- Ensure and maintain the health and safety of all club members.
- All complaints and disputes are investigated and responded to according to club policies and procedures.
- All club positions, roles and sub committees have regularly reviewed position descriptions.
- Volunteers are trained and supported throughout the year to undertake their roles successfully.
- Ensures the committee receive regular and accurate financial reporting, budgets and cash flow projections.
- Effective meetings and communication to stakeholders are run accordingly.
- Manage (chair) the Annual General Meeting and all committee and/or executive meetings.
- Regularly liaise with sub committees to ensure they receive assistance and support when needed.
- Ensure the key stakeholder relationships of the club are strong and maintained
- Liaise with all relevant stakeholders.
- Establish and review for appropriateness the structure of the Club for the delivery of Club Programs at least once annually.
- Ensure the club is reflective of the community.
- Ensure that the Club operates in a financially responsible and accountable manner. Ensure that the Club acts legally, morally and ethically in all its dealings.
- Strategic plan.

Relationships

- Works in collaboration with all committee members, in particular the Executive Committee and the SMJFL.