**Position Description: President**The role of the President is to provide the principal leadership and responsibility for the club and the committee. The President is responsible for ensuring the club sets and meets its goals and objectives, is administered according to relevant rules and regulations, and completes all legal and compliance obligations.

**Responsible To:** *Insert role*

**Term Length:** *Insert year/s*

**Time Allocation:** *Insert approximation of hours per week*

**Responsibilities:**

**Knowledge**

* To be well informed of all club activities, especially those of the committee and any sub committees
* Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office bearers
* Strong understanding of the legal and compliance obligations of running the club

**Governance**

* Ensure the club has clearly defined goals and objectives, and documented strategies on how they will be achieved
* Ensure goals and relevant strategic and business plans are developed in order to achieve the goals of the club
* Work with the committee to ensure the necessary skills are represented on the committee and succession plans are in place
* Ensures volunteers are trained and supported to undertake their roles successfully
* 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
* Oversees the management of club operations manuals, policies and procedures, and ensure club compliance and legislative obligations are met
* Manage any paid employees of the club including recruitment, retention, remuneration and performance reviews
* Work collaboratively with the treasurer to implement strong financial controls to protect the cash and assets of the clubs
* Act as a signatory on club bank accounts to approve financial transactions
* Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures

**Meetings, Communication and Key Relationships**

* Act as a spokesperson for the club and represent it as required
* Chair all committee meetings and annual general meeting
* Work collaboratively with the secretary to set the agenda for all club meetings
* Regularly liaise with sub committees to ensure they receive assistance and support as required
* Be the primary liaison between the club and the governing body/league/association
* Liaise with all relevant stakeholders
* Ensure committee members and other volunteers fulfil their responsibilities

**Essential Skills and Requirements:**

* Holds a current Working with Children Check (WWCC)
* A competent communicator
* Strong relationship building capabilities
* A supportive and inclusive leader
* A good role model and a positive image for the club
* A forwarded thinker who is committed to the goals of the club

**Last Updated:** *Insert date*

**Updated By:** *Insert* *name*