



PRESIDENT JOB DESCRIPTION

Responsibilities:

The President is the principal leader of the club and has overall responsibility for the club's administration. The President provides leadership and direction to the club's committee, office bearers, officials and members.

Duties:

- Be fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of everyone involved in the club.
- Be unbiased and impartial, give clear direction and set an example for others to follow.
- Be an effective and efficient chairperson, encourage focused discussion and have a sound knowledge of debating and meeting procedures.
- Represent the club at a league/region/state level in a positive and professional manner.
- Be well informed of all club activities.
- Ensure that responsibilities delegated to the Committee and various office bearers are widely communicated, understood and followed through.
- Have a sound understanding of the club rules, the constitution and the responsibilities and duties of office bearers and sub-committees.
- Ensure the clubs financial management procedures remain on target.
- Maintain an overview of the club's strategic planning process.
- Ensure at all times the management of the club remains positive and progressive and the objects and aims of the club are respected and observed.
- Be prepared to make difficult decisions on behalf of the club if necessary.
- Insist on all members respecting and abiding by the clubs discipline provisions.
- Manage all executive, special and committee meetings and the Annual General Meeting.

Notes:

The President plays a crucial role in ensuring the ongoing good governance of the club.

The President should ensure that the Committee is well balanced and has a good cross section of relevant skills.