

POSITION DESCRIPTION

CLUB PRESIDENT



Executive Role

Decision making, overseeing and long-term focus level of the committee.

Objectives

- To provide strong, efficient and effective leadership for the club.
- Ensure the club is run efficiently, administratively, financially and socially to support all on-field activities.
- To provide support to the executive and non-committee members to ensure the efficient operation of the club.
- To provide a safe and enjoyable sporting and recreational environment for all club members and ensure all activities are played in a fair and competitive spirit.
- To ensure the promotion of the club and its activities in the local media including social media, radio, newspaper and other media.

Responsibilities

- Ensure there is a **current Strategic and Operational Plan** in place, and that all appropriate people are made responsible for their performance outcomes to better the club
- Ensure the executive committee members and non-executive committee members **fulfil their position responsibilities** to the club.
- Ensure all **sub-committees have clear roles and responsibilities**
- Be familiar with the **rules and practices** of the governing bodies including local council, AVSACA and any other body that requires governance implementation.
- **Presiding over meetings** as required by the club's Constitution
- Manage any **public comment** concerning any situation or incident that may reflect on the public well-being of the club.
- Act as the club **delegate at FSA and/or AVSACA** meetings in the best interests of the club.
- Act as **tribunal delegate** as required.
- Discuss the **agenda items prior to each committee meeting** with the Secretary and ensure that it is circulated to relevant members in plenty of time.
- Ensure that all **sub-committees are accountable and responsible**.
- Ensure that **planning and budgeting for the future** is carried out in accordance with the wishes of members.
- **Review Constitution and club By-Laws** on a regular basis to ensure accuracy.
- **Adopt** risk management, smoke free, sun smart, code of conduct and safe food handling and alcohol **policies**.
- Report activities of the portfolio to the membership at the annual general meeting.
- Undertake tasks at the request of the executive committee.

Relationships

- Reports to the members and executive committee.
- Supports all executives, members, and volunteers.
- Liaises with the executive committee.
- Liaises with the non-executive committees.
- Liaises with the governing associations.
- Liaises with the local council.

Accountability

- The president is accountable to the members and the executive committee.
- Provides a report on any aspect of portfolio operations to the executive committee when requested.
- Seeks ratification from the appropriate committee member prior to committing the club to any financial expenditure or action.

Commitment

Time commitment: approximately 30 hours per week up to 40 hours per week during peak periods

Version: June 2026
Review date: October 2026
Approved: Vice President

Date:

Signature: