

President – Job Description

Job Purpose	The President is responsible for providing significant leadership and responsibility for the club and its committees. The President is accountable for ensuring that the club establishes and achieves its goals and objectives, is governed in accordance with the club's rules, and fulfils all legal and compliance duties.
Job Responsibilities	<p>The primary tasks of a President are as follows:</p> <ul style="list-style-type: none"> • Be knowledgeable about all association activities. • Know the association's constitution, by-laws, policies, and processes, as well as the roles and responsibilities of every committee, board member, and staff. • Provide leadership within the Board by ensuring the Board is organized properly and functions effectively, including chairing meetings. • Know the association's legal and compliance obligations. • Ensure the association has a mission, vision, and set of values that influence decision-making, club culture, and behaviour. • Lead the Board in communicating and managing the (Executive Director), including acting as a sounding board, providing advice, monitoring and evaluating performance, and supporting where appropriate. • Facilitate planning and ensure that the association has well-defined goals and objectives, as well as documented strategies and execution plans. • Work with the Treasurer to develop robust financial controls to safeguard the association's finances and assets. • Ensure that policies and procedures essential to the health and safety of all association members are in place. • Ensure that all complaints and disputes are investigated and resolved in accordance with association policies and procedures. • Work with the board and staff to ensure that all association documentation is reviewed periodically and conforms to industry standards and the club's strategic direction. • Effectively manage and preside over all board meetings and the association's annual general meeting. • Regularly communicate with board members to ensure they are carrying out their duties. • Communicate with staff, coaches, and members as appropriate. • Review club activities and operational strategies on a regular basis with the board to ensure progress against strategic targets. • Assist in the creation of collaborations with appropriate sponsors, funding agencies, shared facility users, and organizations important to the association's objectives. • Serve as the Association's signatory for legal and financial transactions. • Serve as an Association spokesperson as necessary.

Appointment & Tenure	The president is appointed for a period of 2 years with the option to stand for 2 further term/s.
Time Commitment	An estimated commitment of 3-4 hours per month plus attendance at the annual AGM.
Conflict of Interest	The president should be free of material conflicts of interest and disclose any matters that could compromise their ability to perform as a director.
Personal Abilities & Skills	<p>The president should ideally have the following abilities:</p> <ul style="list-style-type: none"> • Committed to making a difference in the association. • Receptive to change. • Capable of providing an informed viewpoint during group discussions at board meetings. • Rationally consider opposing ideas and viewpoints. • Strong interpersonal and communication abilities. • Maintain confidentiality.
Qualifications and Experience	<ul style="list-style-type: none"> • Experience in a volunteer leadership position with a non-profit organization is preferred. • A familiarity with the laws and regulations governing non-profit organizations.
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent knowledge and working familiarity with the association's constitution, bylaws, policies, and procedures. • Strong interpersonal and communication skills, comfortable with public speaking. • Effective managerial abilities and the capacity to delegate and collaborate with board members. • Capability to preside over executive, board and general meetings. • Good decision-making abilities. • Experience of planning and operations. • Sound financial management skills.
Safeguarding	The successful candidate for this role will be subject to an Enhanced Criminal Record(E-PIC) Check prior to appointment.