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| **POSITION DESCRIPTION – Club President** | |
| **Organisation:** |  |
| **Job Title:** | President of *(Club name)* |
| **Position Type:** | Voluntary |
| **Reports to:** | Committee members of *(Club name)*  President of *(Association name)* |
| **Currently filled by:** |  |
| **Commencement date:** |  |
| **End date:** |  |
| **Time Commitment:** | *Approximately 10 to 15 hours per week* |
| **POSITION DETAILS** | |
| **Purpose**   * The principal leader of *(Club name)* with the overall responsibility of the Club’s administration and governance | |
| **Knowledge/Skills**   * Good communication skills * Friendly and caring attitude * Effective delegation skills * Is well informed of all Club activities, and is aware of the future direction and plans of the Club * An understanding of the Club’s Policies, Procedures, Constitution, and By-Laws, or a general understanding of Governance and these types of documents * Is a supportive leader for all Club members * Can maintain confidentiality * IT competency – familiar with basic operating systems, Microsoft Word and Excel | |
| **Typical time commitment**   * *Approximately 10 to 15 hours per week* * *Busy periods include registration period, generally February to April, and the Winter season, generally May to September* | |
| **Responsibilities and Duties**   * Provide leadership and direction to committee members in the execution of their duties * Work with the committee to ensure the ongoing operation of the Club * Work with the committee to foster the development and growth of the Club and its members * To set dates and call meetings for the Club, as well as chair meetings * Develop and manage the Club’s sponsorship deals as necessary and assist in the application for relevant grants * Update and maintain compliance with the Club's Constitution and By-Laws, Policies and Procedures * Resolve issues that arise with or between members * Ensure committee position descriptions are relevant and current leading into an AGM * Be a role model and have appropriate public relations skills to work with council members, business members, and Netball WA * Represent the Club at all meetings deemed appropriate by the committee * Attend as many games/events as possible to promote the Club and support the players, coaches, managers, umpires and parents and spectators   **Member Protection**   * You may be required to obtain a Working With Children Check (*if usual duties involve, or are likely to involve, contact with a child (under 18))* * If exempt from Working with Children Check, you may need to obtain a Volunteer National Police Certificate | |
| **ADDITIONAL INFORMATION** | |
| **Volunteering in this position gives you the opportunity to:**   * Lead a team dedicated to the growth and development of *(Association name)* * Meet and network with other volunteers and industry professionals * Have input into the goals and objectives of *(Association name)* * Use one’s skills in a positive and engaging way * Develop a greater understanding of sports management structures   For further information regarding this position please contact *(Association name)* | |
| ***This position description is intended as an example/template only. It is the expectation of Netball WA that each Association/Club customise the content to suit their individual needs*** | |