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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
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| **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
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| **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*
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| **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
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| **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*** |