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Department of
Local Government, Sport
and Cultural Industries



PRINCIPAL PARTNER



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GROUP

POSITION DESCRIPTION – Association President

Organisation:	
Job Title:	President of <i>(Association name)</i>
Position Type:	Voluntary
Reports to:	Board members of <i>(Association name)</i> Netball WA
Currently filled by:	
Commencement date:	
End date:	
Time Commitment:	<i>Approximately 10 to 15 hours per week</i>

POSITION DETAILS

Purpose

- The principal leader of *(Association name)* with the overall responsibility of the Association's Administration and Governance.

Knowledge/Skills

- Good communication skills
- Friendly and caring attitude
- Effective delegation skills
- Is well informed of all Association activities and is aware of the future direction and plans of the Association
- Understanding of the Association's Policies, Procedures, Constitution, and By-Laws, or a general understanding of Governance and these types of documents
- Is a supportive leader for all Association members
- Can maintain confidentiality
- Capable of using Microsoft Word and Excel
- PlayHQ training is desirable

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 Board members in the execution of their duties
- Work with the Board to ensure the ongoing operation of the Association
- Work with the Board to foster the development and growth of the Association, its Clubs and members
- To set dates and call meetings for the Association, as well as chair meetings
- Develop and manage Association's sponsorship deals as necessary and apply for relevant grants
- Update and maintain compliance with the Association's Constitution and By-Laws
- Resolve issues that arise with or between members
- Ensure Board 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, regional netball members and Netball WA
- Represent the association at all meetings deemed appropriate by the Board
- Ensuring the grounds are well maintained and that any appropriate issues are dealt with promptly
- Attend as many carnivals and Association events as possible to promote our association and support our players, coaches, managers, clubs, 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*) (*Association contact details*)

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