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Department of
Local Government, Sport
and Cultural Industries



PRINCIPAL PARTNER



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INDUSTRY
GROUP

POSITION DESCRIPTION – Club President

Organisation:	
Job Title:	President of <i>(Club name)</i>
Position Type:	Voluntary
Reports to:	Committee members of <i>(Club name)</i> President of <i>(Association name)</i>
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 *(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

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- 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