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| **POSITION DESCRIPTION – Association President** | |
| **Organisation** |  |
| **Job Title** | President of *(Association name)* |
| **Position Type** | Voluntary |
| **Reports to** | Board members of *(Association name)*  Netball WA |
| **Currently filled by** |  |
| **Commencement date** |  |
| **End date** |  |
| **Time Commitment** | *Approximately 10 to 15 hours per week* |
| **POSITION DETAILS** | |
| **Purpose**   * The principal leader of *(Association name)* with the overall responsibility of the Association’s Administration and Governance. | |
| **Knowledge/Skills**   * Understanding of Child Safeguarding and the WA Working with Children compliance requirements * Understanding of Associations activities and its future direction and plans * Understanding of the Associations Constitution, By-Laws, Policies and Procedures * Ability to delegate * Computer literacy * Effective communication and good interpersonal skills * Act with integrity, confidentiality, and objectivity * Good organisational skills * Positive and enthusiastic attitude * PlayHQ training is desirable * Senior first aid certificate (desirable) | |
| **Typical time commitment**   * *Approximately 10 to 15 hours per week* * *Busy periods include the registration period, generally February to April, and the Winter season, generally May to September* | |
| **Responsibilities and Duties**   * Abide by the Code of Conduct * Provide leadership and direction to the Board/Committee in the execution of their duties * Work with the Board/Committee to ensure the ongoing operation of the Association * Work with the Board/Committee to foster the development and growth of the Association, its Clubs, and members * Work with the Secretary/Administrator to set dates and call meetings for the Association, as   well as manage and chair all board/committee meetings and the Annual General Meeting with  efficiency and effectiveness.   * Ensure fiscal responsibility for the Association with the development and management of the   budgets   * Oversee the development and management of Association’s sponsorship deals and grants * Have a good working knowledge of the Association’s constitution, by-laws, policies and procedures as well as the roles and responsibilities of all committee members. * Work with the Board/Committee and relevant office holders to ensure all Association documentation is regularly reviewed and in line with industry standards and the strategic direction of the Association * Ensure that the Association’s constitution, by-laws and policies are adhered to in the running of the Association * Work with the appropriate Board/Committee members to ensure all complaints and disputes are immediately investigated and responded to according to Association policies and procedures * 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/Committee * Ensure that the Association has a lease agreement, usage agreement or MOU for the facility * Ensure funds are allocated within the budgets for the upgrade and maintenance of the facility.   **ESSENTIAL**   * National Volunteer Police Clearance * At all times ensure a Child Safe environment * Comply with the Netball Australia Member Protection Policy and Child Safeguarding Policy * Comply with the WA Working with Children Check (WWCC) Legislation which means:   + If your usual duties involve, or are likely to involve, contact with a child under 18 you will be required to obtain a WWCC unless an exemption applies * Promote and display the Associations/Clubs values and behaviours * Promote netball in a positive manner | |
| **ADDITIONAL INFORMATION** | |
| **Volunteering in this position gives you the opportunity to:**   * Work as part of 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 your 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 and contact details)* | |

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| ***NWA-RES-08 Association President PD***  ***This position description template/example has been developed for Associations/Clubs to assist them in developing their own resource. It is the expectation from Netball WA that each Association/Club customise the content to suit their individual needs. Please note that the ESSENTIAL is a requirement and should not be deleted, however may be expanded on as required.***  ***Created: May 2023*** |