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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.
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| **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)
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| **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*
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| **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
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| **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*** |