|  |
| --- |
| **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
 |
| **Knowledge/Skills*** Understanding of Child Safeguarding and the WA Working with Children compliance requirements
* Understanding of Club activities and its future direction and plans
* Understanding of the Club’s 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 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
* Work with the committee to foster the development and growth of the Club and its members
* Work with the Secretary to set dates and call meetings for the Club, as well as manage and chair meetings and the Annual General Meetings with efficiency and effectiveness.
* 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
* Work with the appropriate committee members to ensure all complaints and disputes are immediately investigated and responded to according to Club policies and procedures.
* 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
* Work with the Treasurer to ensure budgets are completed and adhered to
* Represent the Club at all meetings deemed appropriate by the committee

**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 *(Club name)*
* Meet and network with other volunteers and industry professionals.
* Have input into the goals and objectives of *(Club 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 *(Club name and contact details)* |

|  |
| --- |
| ***NWA-RES-19 Club 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*** |