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| **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)* | |

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| ***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*** |