

BLIGH PARK FOOTBALL CLUB



Position Description: President

Overview

The President is responsible for:

- To lead the committee in forming, and delivering on, its strategy and goals for the Club.
- To ensure the Executive, the General Committee and Formal Volunteer positions are filled and provide effective delivery of day to day operations along with strategic objectives.
- To ensure the Club is run efficiently administratively, financially and socially to support all on- field activities.

Responsibilities

Prior, during and post season

1. Ensure committee members, team managers and coaches fulfil their responsibilities to the Club.
2. Engage with the members to promote the health and endurance of the membership.
3. Engage with competition administrators (NFA) to represent the Club's interest.
4. Manage/Chair monthly committee meetings and the Club's AGM.
5. Manage the committee structure including any sub-committees to deliver proper governance in strategic objectives and day to day operations.
6. Ensure that planning and budgeting for the future is carried out in accordance with the wishes of members.
7. Understand and be able to advise on the Constitution, By-Laws and Rules of Competition.
8. Be available to handle any conflict resolution.
9. Liaise with relevant stakeholders including local Council.

End of year hand over

Updating key documents

At the end of each year a key activity of the President will be to review and revise their position description to ensure it continues to reflect the requirements of the role.

Ideally the President should review the Club plans for the following season and make recommendations to the Committee for any changes they suggest for next season.

The updated Position Description and supporting information must be provided to the Secretary prior to the Annual General Meeting each year.

Induction of the incoming President

An important responsibility of the outgoing President is to train, mentor and support the incoming President and the next season's Executive team.

Essential Skills and requirements

- Hold or willing to apply for a current volunteer Working With Children Check.
- Able to chair Committee or Executive meetings.
- Well informed of all Club activities.
- Aware of the future direction and plans of Club meetings.
- A good understanding of league requirements at local, regional and higher levels.
- Possesses a good working knowledge of the Club's Constitution, rules and the duties of its office holders and sub-committees.
- Receptive to change.
- Dedicated club person.
- Be approachable.

Desirable Skills:

- Ability to plan events and activities for a year.
- Financial skills/knowledge
- Communication and negotiating skills.
- Experience in conflict resolution

The estimated time commitment required as the President is **3-5 hours** per week during the season, however, this may increase at certain times, such as the beginning and end of season.

Please ensure that when completing your role, you only undertake tasks outlined in your position description to avoid any confusion or doubling up in workload. If you have idle time, please feel free to offer your support and assistance to other committee members as required.

Updated: July 2023