



# Balgownie Junior Football Club

## Job description for: CLUB PRESIDENT

### OVERVIEW:

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

### RESPONSIBILITIES:

- Manage committee and/or executive meetings
- Manage the Annual General Meeting
- Represent the club/group at local, regional, state and national levels
- Act as a facilitator for club/group activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members

### RELATIONSHIPS:

- General Committee
- Will be in regular contact with Football NSW, FSC, Wollongong Council and other external stakeholders.

### ACCOUNTABILITY:

- The President is elected by the Club's members and is responsible for representing the views of the members.
- Is also accountable to the Executive Committee.

### COMMITMENT LEVEL:

The estimated time commitment required as the President is 2-3 hours per week during the season. This may be increased at the beginning of the season.

### ESSENTIAL SKILLS:

- Good leadership skills.
- Good listening ability.
- Effective communicator.
- Clear thinker and positive attitude.
- Able to maintain confidentiality on relevant matters.
- Ability to control and supervise others.
- Organise and delegate tasks.
- Dedicated club person and team player.
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.
- Is a supportive leader for all organisations' members