



President – Job Description

Accountability	Executive Committee and Members
Hours	Hours will vary average 20-30hrs per week.

GENERAL DESCRIPTION - OBJECTIVES

- Provide strong, efficient and effective leadership for the Club.
- Ensure the Club promotes the participation and achievement of all Auskick, junior & youth members.
- Ensure all players are given the highest level of coaching and competition to promote their development
- Ensure the Club is run efficiently administratively, financially and socially to support the on field activities.
- Provide support to the Executive and Committee members to ensure the efficient operation of the Club.
- Provide a safe and enjoyable recreational environment for all Club members and ensure all football activities are played in a competitive and fair spirit.

RESPONSIBILITIES

- Attend monthly executive and general committee meetings
- Attend official meetings when required
- Ensure sub committee's and committee members fulfil their responsibilities to the Club.
- Preside at all meetings of the Club Committee.
- Have good knowledge of the club constitution, rules and duties of all committee positions
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the executive or general committee.
- Be prepared to participate in Match Day Official and canteen rosters
- Provide leadership to the player and parent group by volunteering for and attending club functions and fundraising events.
- Willingness to attend training opportunities where necessary.

ESSENTIAL QUALIFICATIONS - ACCREDITATIONS

- Good Communication
- Knowledge of Microsoft office administration programs.
- First Aid Certificate (but be prepared to do a first aid course provided by the club.)
- Solid knowledge of football club operations

RELATIONSHIPS

- Liaises with executive committee, general committee and sub committees when necessary
- Liaises with club members when necessary
- Liaises with external parties to convey club business when necessary
- Acts as or ensure his/her delegate acts in the best interests of the Club at League, or Delegates Meetings.



REPORTING

- Provide a report on portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.