

# POSITION DESCRIPTION

# PRESIDENT

**STATUS:** This position holds a place on the

**MANAGEMENT COMMITTEE**

<b>TERM:</b> The terms of this position are as follows:	
Time Frame:	Must be available for 2 years.
Resources:	Out of pocket expenses – Phone, travel, consumables (approved by the committee)
Recognition & Reward:	Reward \$600 p.a. and free shirt

<p><b>OBJECTIVES OF THE POSITION:</b></p> <ul style="list-style-type: none"> <li>• Motivate the Management Committee to maintain a positive, modern, forward-thinking approach to the growth and development of the organisation through the implementation of modern governance, a modern constitution and updated policies and procedures.</li> <li>• As the leader, represent the organisation in a professional, positive and appropriate manner in accordance with each situation.</li> <li>• As the leader of the Management Committee, ensure a high standard of volunteer management practices are maintained.</li> <li>• Ensure the organisation is implementing the mission and vision of the organisation and the operational requirement in accordance with the organisation’s financial capacity.</li> <li>• Facilitate and encourage positive, effective and efficient decision-making processes based on sound information, modern financial management practises and clear judgment.</li> </ul> <p><b>KEY OBJECTIVE FOR THIS POSITION</b></p> <p><b>“To lead the volunteers &amp; paid staff positively through the ongoing growth and development of the organisation on behalf of and for the benefit of the existing and potential members from the community”.</b></p>
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<p><b>FUNCTION OF THE POSITION:</b></p> <ul style="list-style-type: none"> <li>• Provide leadership, motivation and organisation direction/focus.</li> <li>• Ensure the legal and financial requirements of the organisation are met, the constitution is upheld and policies and procedures are implemented at all times.</li> <li>• Represent the organisation appropriately.</li> </ul>
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<b>INTERACTION:</b> The position will be expected to interact with these committee/individual positions:		
Governing bodies	Member/stakeholders	General public
Management Committee	External parties (sponsors, media)	Corporate partners
Sub-committees	Government agencies	Staff

OUTCOMES /PERFORMANCE MEASURES	
OUTCOME	KPI ( HOW WE WILL MEASURE SUCCESS)
<b>Strong motivation and volunteer management</b>	The Management Committee/board is fully supportive of you and is enthusiastic and committed to the progress of the organisation
<b>Legal requirements, constitution, policies and procedures</b>	All legal requirements have been completed within the timeframes. The constitution has been adhered too/updated. The organisation's policies/procedures have been implemented on a day to day basis &updated where necessary.
<b>Strong leadership</b>	The organisation has been represented professionally, positively and appropriately according to each situation.
<b>Improved development of the organisation</b>	Regular evaluation and monitoring of the strategic and operational objectives has taken place to meet the goals of the organisation.

<b>VISION</b>	Is to continue to improve and develop the club and secure its future.
<b>VALUES</b>	Develop a club that promotes our clients, volunteers, spectators and delivers their needs.
<b>GOAL</b>	To continue to develop the club while providing an activity that is fun, safe and enjoyable for all.

**TRAINING REQUIREMENTS FOR THIS POSITION:** The holder of this position requires training in these areas in order to promote success:

Induction Training

POLICIES & PROCEDURES REQUIRED TO UNDERTAKE THIS POSITION:	
Code Of Conduct - Players	Member Protection Policy
Code of Conduct – Parents & Spectators	Photography Policy & Procedure
Child Protection Policy	Procedure for Handling Allegations of Child Abuse
Child Protection Procedure	Recognition & Reward Policy & Procedure
Disciplinary Action & Dismissal Policy & Procedure - Volunteers	Risk Management & Safety Policy & Procedure
Disciplinary Action & Dismissal Policy & Procedure – Players, Parents, Visitors	Social Media Policy & Procedure
Equal Opportunity Employment Policy & Procedure	Substance Use & Abuse Policy & Procedure
Grievance Procedure	Volunteer Induction Policy & Procedure Expectations & Commitment
Harassment & Sexual Abuse Policy & Procedure	Volunteer Training Policy & Procedure
Incorporation requirements	
Management & Support Policy & Procedures	

**REVIEW OF POSITION DESCRIPTION:**

This position description will be reviewed

DATE            /            /            BY    **Whole Committee**

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Was conducted in consultation with the person/s holding this position

**REVIEW OF POSITION PERFORMANCE:**

This individuals performance will be reviewed

DATE            /            /            BY    **2 persons elected by the committee + 1 external person**

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Was conducted in consultation with the person/s holding this position

**SIGN OFF**

I have read and understood all the policies, procedures, incorporation, and legislation requirements expected of this position.

I hereby agree that I am able to carry out the requirements as detailed and I agree to uphold the vision, values, goals and policies of the organisation that elected me to this position.

I hereby agree to regularly attend committee meetings, special meetings and organisation functions required of my position.

**I accept** that if I am unable to complete my responsibilities in accordance with the determined expectations, that **I will vacate** the position immediately; and/or acknowledge the organisation will have the right to declare the position vacant.

**POSITION HOLDER**

NAME	SIGNATURE	DATE
		/ /

**WITNESSED BY**

NAME	SIGNATURE	DATE
		/ /

This document is supported by a "Task Sheet" which clarifies the specific tasks, risks levels and timeframes for completion for this position.

**DETAILS FOR PAYMENT OF REWARD**

Name of Account	
Bank	
BSB	
Account No	

## TASK SHEET

PRESIDENT			
TASK	RISK FACTOR	EXPECTED OUTCOME	WHEN
Oversee incorporation requirements	H	End of financial year tasks are completed and forwarded to Fair Trading within the designated timeframe.	After AGM
Know if the constitution needs to be reviewed	H	If a review is required, ensure full committee develops a process for the review.	Always
General meetings of the association	M	Chair the proceedings of the general meeting.	Always
Meetings of the Management Committee	H	Chair the Management Committee meetings.	Once a mth
Committee and staff relationships	H	Maintain a working relationship with all committee and staff members.	Always
Representation	M	Represent the organisation on delegations, at meetings with important external bodies.	Always
Contracts	H	Be aware of the contractual arrangements with local council and/or facility owner/lessor.	Always
		Be aware of all contractual arrangements with funding programs.	
Planning/risk reduction task	H	As an executive member you are required to manage the outcomes of the operational plan and risk reduction tasks.	Always
Confidentiality	H	Implementation of the code of conduct and confidentiality requirements of the board.	Always
Policy and procedures	H	As an executive member, be aware of the content of all policies and procedures ensuring that they are reviewed yearly.	Always
Volunteer Management	H	Ensure that the recognition and reward program for volunteers has been implemented.	Always
Human Resources Management	H	Take the primary role in managing the human resources of the club including the Management Committee, other roles and contractors	Always

PRESIDENT			
TASK	RISK FACTOR	EXPECTED OUTCOME	WHEN
Strategic Governance	H	<p>Oversight the strategic governance of the club.</p> <p>In consultation with other members of the Management Committee initiate a review of the governance arrangements including all Position Descriptions and Task Statements and other documentation relating to roles in the club.</p>	<p>Always</p> <p>Yearly</p>
Strategic Delivery	H	<p>Oversight the delivery of cricket programs and other aspects including support services and social activities.</p> <p>Be available to assist with any aspect of club management, operations and service delivery where there is a need and within your skills capability.</p>	Always
Sponsorship Oversight	H	<p>Oversight the generation of additional funds through sponsorship.</p> <p>In consultation with the other members of the Management Committee determine the Club's needs and priorities.</p> <p>Support the Sponsorship Officer to identify opportunities and develop systems to promote sponsorship within club.</p>	Always
Client service	H	Provide a service to the members of the organisation and work co-operatively with other members of the Management Committee, sharing the work equitably	Always
AGM and Committee Meetings	H	<p>For AGM contribute to the Management Committee Report presented at the meeting.</p> <p>For Committee meetings provide a report on strategic and HR matters (portfolios).</p>	Always
Financial oversight	H	Oversight the club's finances, collection of revenue and expenditure, with particular focus on ground hire fees and cost elements associated with grounds and facilities lease/licence/hire or maintenance, and grounds equipment costs.	Always
Attendance at Club Activities and Functions	M	Attend and participate in club activities and functions including sign-on, Academy, 6 a side, major Social functions and the Presentation Function	Always

## KEY RISKS

<p>To <b>the Club</b> is when</p>	<ul style="list-style-type: none"> <li>• you don't know the difference between leading and controlling.</li> <li>• you don't know the importance of open communication.</li> <li>• you don't know or implement the tasks of your position within the timeframes allocated</li> <li>• you don't know the legal requirements of the club (constitution, leases, rules, or funding obligations)</li> <li>• you work in isolation ( It is not your club ....it is the members)</li> <li>• attempt to do everything on their own and you don't delegate</li> <li>• the club is worse off, because of the way you and other members manage decisions</li> <li>• you don't consider the impact your decisions may have on the future existence of the club</li> <li>• you don't communicate effectively with each other or with club members</li> <li>• you operates to further your own personnel agenda</li> <li>• you are not respectful to other members of committee, volunteers or members</li> </ul>
<p>To <b>club performance</b> is when</p>	<ul style="list-style-type: none"> <li>• you don't recognise that you need help</li> <li>• you don't understand the important of auditing and tracking performance (financial, club, on field development).</li> <li>• you don't ensure that the administration and management needs are appropriately financed &amp;/or supported.</li> <li>• you don't recognised, reward and support club volunteers, for their contribution</li> </ul>
<p>To the <b>YOU</b> when</p>	<ul style="list-style-type: none"> <li>• you are set up for failure because the members or your own expectations are to high</li> <li>• you are placed in situations where you are required to make decisions on your own</li> <li>• members refuse to provide the resources required to administer the club</li> <li>• you are Burn out- To prevent burn out, ensure your duties are realistic -the club must "spread" &amp; you must "delegate" responsibility... if you do too much and don't delegate you burn out and it will difficult to find another volunteer and all your hard work will be lost</li> </ul>

NAME OF POSITION  
HOLDER:

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SIGNATURE OF POSITION  
HOLDER:

\_\_\_\_\_

DATE / /

WITNESS SIGNATURE

\_\_\_\_\_

DATE / /