

POSITION DESCRIPTION	PRESIDENT
STATUS: This position holds a place on the	MANAGEMENT COMMITTEE

TERM: 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 currently \$500 p.a. and free t-shirt
Blue Card:	Must hold a valid Blue Card before taking up the role

OBJECTIVES OF THE POSITION:
• 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. • As the leader, represent the organisation in a professional, positive and appropriate manner in accordance with each situation. • As the leader of the Management Committee, ensure a high standard of volunteer management practices are maintained. • Ensure the organisation is implementing the mission and vision of the organisation and the operational requirements in accordance with the organisation's financial capacity. • Facilitate and encourage positive, effective and efficient decision-making processes based on sound information, modern financial management practices and clear judgment. • Understand the business of the club e.g. the club structure, where we operate, what programs we run and competitions we play in, our agreements, licences and leases, our parent bodies, key stakeholders.

FUNCTION OF THE POSITION:
• Provide leadership, motivation and organisation direction/focus. • Ensure the legal and financial requirements of the organisation are met, the constitution is upheld, and policies and procedures are implemented at all times. • Represent the organisation appropriately.

INTERACTION: The position will be expected to interact with:
• Governing bodies • Members • Stakeholders • General public • Management Committee • External parties (e.g. sponsors, media, corporate partners) • Sub-committees • Government agencies • Staff

SKILLS REQUIRED:
• Experience and/or proven ability to fill a leadership role • Have a good understanding of budget oversight, people management and or experience and modern management practices. • The ability to engage with people and speak in public. • Current or ability to gain a volunteer's Blue Card 'Working with Children Check.' • Enthusiasm and dedication. • Clear thinker and positive attitude.

TASK SHEET

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

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Strategic Delivery	Oversight the delivery of cricket programs and other aspects including support services and social activities. Be available to assist with any aspect of club management, operations and service delivery where there is a need and within your skills capability.	Always
Sponsorship and Grants Oversight	Oversight the generation of additional funds through sponsorship and grants. In consultation with the other members of the Management Committee determine the Club's needs and priorities.	Always
Client service	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
Financial oversight	Oversee the club's finances, collection of revenue and expenditure.	Always
Attendance at Club Activities and Functions	Attend and participate where possible in club activities and functions including sign-on, WPC Academy, Eddie Gilbert Cup, major Social functions and the Presentation Function	Always