



Office Bearer

Position Description

President/Chairperson

The role of the President is to provide the principle leadership and responsibility for the club and the committee. The President is primarily responsible for ensuring the club sets and meets its goals and objectives, is administered according to the Club Rules and completes all legal and compliance obligations. At the operational level, the major function of the President is to facilitate effective committee meetings.

Responsible To the members of the Byford Bushrangers Inc

The President is elected by the members and responsible for representing the views of the members. The President has full voting rights on all matters. In the instance of a tied vote the president can cast a second and deciding vote.

Responsibilities and Duties

The President/Chairperson should:

- Consult with the Secretary regarding the business to be conducted at each committee meeting and general meeting.
 - Manage committee and/or executive meetings
 - Manage the annual general meeting
 - Represent the club at local, regional, state and national levels
 - Act as a facilitator for club activities
 - Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
 - Act as the signatory on the club's bank accounts, (alongside Treasurer and Secretary)
 - Act as the public officer of the club, liaising with members of the public, affiliated bodies and government agencies.
 - Is aware of the future directions and plans
 - Liaise with local businesses and arrange for any sponsorships, grants and donations.
 - Receptive to change
 - Act as a signatory for the Club in all legal purposes and financial purposes
 - Serve as a spokesperson for the Club when required.
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Knowledge and Skills Required

Ideally the President/Chairperson is someone who:

- Strong understanding and working knowledge of the club constitution, rules, by-laws, policies and procedures as well as the duties of all office holders
- Strong communication and interpersonal skills, with particular emphasis on public speaking.
- Strong management skills and ability to delegate and work collaboratively with committee members.
- Ability to chair committee and executive meetings.
- Well-developed decision-making skills
- Experience with planning and operations.
- Sound financial management skills
- Receptive to change
- Dedicated club person and good role model when representing the committee
- Unbiased and impartial on all issues
- Is well informed of all organisation activities and future directions and plans of members
- Is a supportive leader for all organisation's members
- Hold or willing to apply for a current volunteer "working with children" check (if required)
- Strong understanding of the legal and compliance obligations of running the club
- A good understanding of league requirements at local, regional and higher levels

If at any stage the President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Secretary of the conflict who will immediately inform all other committee members.

The estimated time commitment required as the President/Chairperson of the club is approximately

Preseason

- 5 hours per week.

Mid-season

- 5 hours per week
- As required on competition days

Post season

- 5 Hours per week

The President is appointed for a term of 12 months or by special resolution.
