



Majura Football Club Position Description – Club President

JOB TITLE:

President (Volunteer Position)

HOURS PER WEEK:

The estimated time commitment required as the President is a minimum of 4-5 hours per week. Attending official Capital Football functions is also a requirement of this position.

ROLE DESCRIPTION:

To ensure the club promotes the participation and achievement of its teams. Ensure the club is run efficiently administratively, financially and socially to support all on-field activities.

The President helps the committee prioritise its goals and keeps the committee on track by working within the Football Federation and club's operational framework. At an operational level, the major function of the President is to facilitate effective committee meetings.

RESPONSIBILITIES:

- Provide strong, efficient and effective leadership for the club.
- Ensure committee members, team manager and coaches fulfil their responsibilities to the club.
- Point of contact, club liaison and principle spokesperson with external stakeholders including Capital Football and the ACT Government.
- Attend Capital Football meetings/forums where relevant or appoint a delegate.
- Manage/Chair monthly committee meetings in accordance with the club constitution and at the clubs Annual General Meeting (AGM).
- Discuss the agenda items prior to each committee meeting with the Secretary and ensure that it is circulated to relevant members prior to the meeting.
- Ensure that all sub-committees are accountable and responsible for their tasks.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of members.
- Be one of several signatories on club bank accounts – at least two members are required to pay outstanding debt.
- Ensure annual reviews are conducted of the Constitution, club By-Laws, governance and local Rules of Competition.
- Adopt risk management, smoke free, sun smart, code of conduct and safe alcohol policies.
- Be a facilitator for club activities.
- Be available to manage internal and external club dispute resolution.



RELATIONSHIPS:

- The President reports to the club's members and to the club Committee.
- A close relationship is required with Capital Football and its affiliates.
- Supports all managers, committee members, coaches, players, officials and staff.

ACCOUNTABILITY:

- The President is accountable to the members and to the club Committee.

ESSENTIAL SKILLS:

- Well informed of all club activities.
- Aware of the future direction and plans of club meetings.
- Able to chair committee or executive meetings.
- A good understanding of league requirements at local, regional and higher levels.
- Possesses a good working knowledge of the club's Constitution, rules and the duties of its office holders and sub-committees.
- Well versed in the rules or procedures for varying meeting types and unbiased and impartial on all issues.
- Well informed about the purpose of any meeting and items to be covered and is able to avoid repetition, arguments, interruptions and deviation from the matter under discussion.
- Receptive to change.
- Dedicated club person.
- Be approachable.

DESIRABLE SKILLS:

- Ability to plan events and activities for a year.
- Financial skills/knowledge.
- Empathy.
- Problem solving skills.
- Communication and negotiating skills.
- Listening skills.
- Conflict management skills.

VOLUNTEER BENEFITS:

- Community club strategic and operational leadership role.
- Enhances strategic thinking, negotiation and working between the strategic and operational levels.
- Improves strategic communication styles to adjust to different audiences using various mediums.