

Job Description PRESIDENT

Objectives

To ensure the Club promotes the participation and achievement of its members. Ensure the Club is run efficiently administratively, financially and socially to support the Mission, Values and Objectives of the club.

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

Duties Profile

Ensure Managers and Committee Members fulfil their responsibilities to the Club.

Discuss the agenda items prior to the next committee meeting with the Secretary and ensure that it is circulated in plenty of time.

Preside at all general meetings of the Club and shall have a casting vote. Shall be ex-officio member of any meeting of the Club.

Provide a monthly report to the General committee.

Attend additional meetings as and when required to champion the views of the Club, including but not limited to: KCFC, MV Advisory Committee, BWA, SEMSA, TBAWA, Charter, City of Kalamunda.

Try to ensure all subcommittees are responsible and accountable. Assist Executive members in their duties as required.

Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members.

Review Club Constitution, By-Laws, Policies, Plans annually. Initiate additional Bylaws, Policies and Plans as required for legislative compliance and to

Ensure compliance with legislative requirements, Club Rules and Bylaws.

A facilitator for all intra-club and extra-club activities; mediator between all sporting divisions (Teeball / Baseball / Softball) as well as external stakeholders.

Be available to handle any disputes in accordance with Club Bylaws.

Liaise with stakeholders such as local government authority councillors, BWA, SWA, SEMSA, CSC, DDMSA, TBAWA and special interest groups.

Report activities of the portfolio to the membership of the Annual General Meeting in line with the Associations Incorporations Act 2015.

Act as one of the club witnesses/officials for authorising documentation (financial payments, enacting documents) when required.

Desirable Skills

Well informed of all club activities.

Aware of the future directions and plans of club members.

Able to chair committee and/or executive meetings.

Able to represent the club at local, regional or national levels.



Teeball – Baseball – Softball

**Where the Whole
Family can Play**

Possesses a thorough working knowledge of the Club's Constitution, bylaws and the duties of its office holders and subcommittees, state and regional sporting associations and any other body that has governance (including but not limited to the local Shire)

Well-versed in the rules or procedures for the particular type of meeting and unbiased and impartial on all issues.

Well-informed about the purpose of the 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. Approachable.

Working Relationships:

Secretary

Treasurer

Vice Presidents (Teeball / Baseball / Softball)

Stakeholders (KCFC / City of Kalamunda / local /special interest groups)

Registrars (Baseball / Softball / Teeball)

Related documents:

Constitution

Club Bylaws

Rules and Bylaws of stakeholders.