

CLUB PRESIDENT

- The President is the principal leader of the Club and has overall responsibility for its administration.

SKILL SET

- Provide leadership, motivation and direction/focus
- Sound communication skills (including public speaking) and effective management skills
- Sound financial skills (including a good understanding of financial statements)
- Working knowledge of the constitution, rules and duties of the Club/Local League/Division
- Strategic and forward thinking
- Be transparent, professional and accountable
- Sound knowledge of meeting and debate procedures



DUTIES & RESPONSIBILITIES

- ✓ Ensure the Club is working towards its mission, vision, strategic plan and core principals
- ✓ Maintain an effective, positive, modern, forward-thinking outlook to motivate the Executive Committee to the growth and development of the Club
- ✓ As the leader, represent the Club in an appropriate, professional and positive manner
- ✓ Ensure that planning and budgeting is carried out in accordance with member's and local league requirements
- ✓ Be unbiased and impartial, give clear directions and set an example for others to follow
- ✓ Ensure a high standard of volunteer management and ensure the management committee are performing their duties in accordance with the constitution
- ✓ Manage and co-ordinate the activities of the management committee
- ✓ Be fully informed/aware of current and future activities; be supportive throughout events
- ✓ Chair Club meetings effectively and in a professional manner
- ✓ Attend Local League/Divisional meetings/conferences
- ✓ Be available to members and communicate effectively
- ✓ Ensure Code of Conduct, rules and regulations are adhered to and enforce when necessary