

PRESIDENT / CHAIR JOB DESCRIPTION

Responsibilities:

The President / Chair is the principal leader of the club and has overall responsibility for the club's administration. The President / Chair provides leadership and direction to the club's Board / Committee, office bearers, officials and members.

Duties:

- Be fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of everyone involved in the club.
- Be unbiased and impartial, give clear direction and set an example for others to follow.
- Be an effective and efficient chairperson, encourage focused discussion and have a sound knowledge of debating and meeting procedures. .
- Represent the club at a league level in a positive and professional manner.
- Be well informed of all club activities.
- Ensure that responsibilities delegated to the Board / Committee and various office bearers are widely communicated, understood and followed through.
- Have a sound understanding of the club rules, the constitution and the responsibilities and duties of office bearers and sub-committees.
- Ensure the clubs financial management procedures remain on target.
- Maintain an overview of the club's planning process.
- Ensure at all times the management of the club remains positive and progressive and the objects and aims of the club are respected and observed.
- Be prepared to make difficult decisions on behalf of the club if necessary.
- Insist on all members respecting and abiding by the clubs discipline provisions.
- Manage all executive, special and committee meetings and the Annual General Meeting.
- Oversee Risk Management Procedures for the club.

Notes:

The President / Chair plays a crucial role in ensuring the ongoing good governance of the club.

The President / Chair should ensure that the Board / Committee is well balanced and has a good cross section of relevant skills.

PRESIDENT / CHAIR – MEETING PROCEDURES

- Act as the Chair during the meeting.
- Have an in-depth knowledge of all statutory, constitutional and procedural requirements.
- Determine that the meeting is properly convened and that a quorum is present.
- Understand the business and objectives of the meeting.
- Accept motions and amendments.
- Decide points of order.
- Facilitate discussion.
- Assist decision making.
- Ensure meeting starts and ends on time.