

Goulburn Rugby Union Football Club

Job Description



PRESIDENT

The President is the principal leader of the Club and has overall responsibility for the Club's administration and development and is the chief contact point for the club.

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to chair and facilitate effective committee meetings.

RESPONSIBILITIES

As Chairperson:

- Manage committee meetings and other club meetings
- Manage and coordinate the annual general meeting

As President:

- 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
- Drive the development of the Club
- Be the chief spokesperson for the Club to outside interests (except where another spokesperson has been appointed – eg secretary, [publicity officer, captain, coach, manager etc)
- Arbitrate in disputes, chairing the club's tribunal as required.

KNOWLEDGE AND SKILLS REQUIRED

Ideally the President is someone who:

- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all the organisation's members.

SUB-COMMITTEE INVOLVEMENT

- Sponsorship
- Tribunal
- Eligible to participate in all sub committees