

PRESIDENT / CHAIRPERSON

Job Description

Description

The President or Chairperson is the principle leader of the Lindisfarne Junior Football Club and has overall responsibility for the club's administration. 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.

Special Skills Required

- Good working knowledge of the Club, rules and constitution
- Understanding of league operations
- Ability to delegate
- Experience in a leadership role
- Good listener
- Well developed decision making skills
- Ability to negotiate successfully between members
- Experience with planning operations
- Ability to lead people and chair meetings
- Well developed written communication skills

Objective

- To provide strong, efficient and effective leadership for the Club
- To provide a safe and enjoyable recreational environment for all Club members
- To ensure that all junior members are given the highest level of coaching and competition to promote their development
- To ensure the Club is run effectively administratively, financially and socially to support the on field activities

Responsibilities

- Establish and review the appropriateness of the Club structure for the delivery of Club programs
- Attract and select appropriately skilled volunteers
- Lead the development of an annual Club strategic plan
- Establish a planning calendar for the year
- Ensure committee and sub-committee members fulfil their responsibilities to the Club
- Preside at all meetings of the Club Committee
- Represent the Club at key League and other events
- Communicate openly with the Committee and Members about issues affecting the Club
- Ensure that the Club complies with policies of the Club and rules of the League
- Actively build a positive Club culture
- Report key activities of the Club to the membership at the Annual General Meeting
- Assist other Committee members in their duties as required

Estimated Time Commitment Required

- Prepare for and chair Committee meetings – approx. 1-2 hours per month
- During Football season (Feb-Sep) – 2-4 hours per week