

Corryong Football Netball Club Inc.

Human Resource Management – Executive



Position Title

Club President

Position Description (what the position involves)

The Club President is the principle leader of the Corryong Football Netball Club and has an overall responsibility for the Club's administration.

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

☒ Volunteer ☐ Permanent ☐ Part-time ☐ Casual ☐ Contract

Responsible To

The President is elected by the Corryong Football Netball Club members at the AGM and is responsible for representing the views of the Corryong Football Netball Club members.

Key Responsibilities and Duties

- Manage committee and/or executive meetings.
- Manage the Annual General Meeting.
- Makes sure that all the Executive and General committee are on task.
- Represents the Club at local, regional, state and national levels.
- Acts 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.
- A signatory of cheques with the **Treasurer** and authorise payments.

Specialist Skills and Knowledge Required

- Can communicate effectively.
- Is well informed of all organisational activities.
- Has a good working knowledge of the constitution, rules and the duties of all office holders and sub-committees.
- Is a supportive leader for all organisation members.
- Can maintain confidentiality on relevant matters.
- Be prepared to adhere to Administrators Code of Behaviour.
- Be willing to undertake a "Working with Children Check".

Availability

- Attendance and full participation, as appropriate, at Club meetings and functions, including but not limited to:
 - Training sessions
 - Weekend competition days (15 games, 7 of which are away, and finals is applicable)
 - Club functions
 - Monthly Committee meetings
 - Special Committee meetings
 - Annual General Meetings