



# SOUTH AUSTRALIAN WOMEN'S FOOTBALL LEAGUE

## POSITION DESCRIPTION:

# CHAIRMAN

as at 1 October 2014

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### ***Appointment***

The Chairman is elected by the South Australian Women's Football League (SAWFL) members for a one-year term.

### ***Objectives***

- To provide strong, efficient and effective leadership for the SAWFL
- To ensure the SAWFL is run efficiently in all administrative, financial and social aspects
- To provide a safe and enjoyable environment for all members

### ***Responsibilities & Duties***

- Chair all Board meetings, Delegates Meetings, Forums, Special General Meetings and Annual General Meetings
- Ensure Board members and Sub-Committees fulfil their responsibilities to the League
- Assist other Board members in their duties as required
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Be able to identify issues of significance to the Board
- Provide the right environment for discussion at meetings and provide all members equal opportunity to have their views heard
- Act at all times in the best interests of the League and within the SAWFL rules and policies, including those of the State and National bodies and any other bodies in which the League is affiliated with
- Strive to ensure that the SAWFL develops to its full potential
- Provide a link between the Board and the organisation/s in which the League is affiliated with
- Always work in an ethical and transparent way
- Be present and available to speak at major functions and finals

### ***Relationships***

- Reports to the SAWFL members and the SAWFL Board members.
- Liaises with and supports members of staff employed with the organisation/s in which the League is affiliated with

### ***Accountability***

- The President is accountable to the SAWFL members and the SAWFL Board members.
- Seek ratification from the appropriate Board member/s prior to committing the League to any financial expenditure or action.

### ***Knowledge & Skills Required***

Ideally the Chairman is someone who:

- Can communicate effectively
- Has a good working knowledge of Constitutions, Rules, Policies and the duties of all Board members, sub-committees (if applicable) and members of staff employed with the organisation/s in which the League is affiliated with
- Is a supportive leader for all SAWFL members
- Is not actively involved in a SAWFL club
- Possesses one or more of the following attributes:
  - Knowledge of the sport
  - Networks and contacts
  - Experience in strategic planning
  - Experience in business management
  - Experience in marketing and public relations
  - Experience in government relations
  - Experience in finance and budgets