**JOB TITLE:**

President/Chairperson

**OBJECTIVE:**

The President/Chairperson is the figure head of the club/association and should act as the spokesperson for their club/association. They are ultimately responsible for ensuring that the club/association operates within its strategic and business plan, constitution and rules and regulations.

**RESPONSIBILITIES:**

* Chair Committee Meetings of the Club/Association.
* Chair the Annual General Meeting of the Club/Association.
* Oversee the implementation of a Strategic Plan.
* Monitor that the club is operating within the Strategic Plan.
* Oversee the implementation of a Business Plan.
* Monitor that the club/association is operating in accordance with the Business Plan.
* Review and update that Strategic and Business Plans in accordance with the relevant timeframes.
* Oversee the club budget and monitor that the club/association is operating within the budgets established.
* Ensure that the club/association is fulfilling all its responsibilities under the Incorporations Act and club/association constitution.
* Ensure that the club/association is implementing risk management strategies including relevant insurance cover.
* Ensure that the club/association is fulfilling all of its competition requirements.
* Represent the club/association at meetings and functions, as required.
* Delegate activities where required.

**RELATIONSHIPS:**

* General Committee.
* Working relationships with FFSA and External Stakeholders
* Club/Association Members

**ACCOUNTABILITY:**

The President/Chairperson is elected by the club’s/Association members and must operate in the best interest of the club/Association. Ultimately as with all elected position, the person is responsible to the members of the club/Association.

**ESSENTIAL SKILLS:**

* Can communicate effectively.
* Is a supportive leader and role model.
* Effective decision making skills.
* Maintains Confidentiality.
* Has a good knowledge of the constitution, rules and the duties of all office bearers
* Has experience in developing and implementing strategic and business planning.

**Estimated Time Commitment Required & Period of Appointment**

The estimated time commitment required as the President/Chairperson is hours  
per week.

The President is appointed for \_\_\_\_\_ year term.