



ORANGE THUNDER TOUCH FOOTBALL

President

Responsibility: The President is the principal leader of the club and has overall responsibility for the club's administration. The President provides leadership and direction to the club's committee, officials and members.

Duties:

Be fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of everyone involved in the club.

Be unbiased and impartial, give clear direction and set an example for others to follow.

Be an effective and efficient chairperson, encourage focused discussion and have sound knowledge of debating and meeting procedures.

Be well informed of all club events and activities.

Ensure that responsibilities delegated to the committee, officials and other members are widely communicated, understood and followed through.

Have a sound understanding of all club policies and procedures, as well as the responsibilities and duties of committee and sub-committee members.

Ensure the club's financial management procedures remain on target.

Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

Maintain an overview of the club's strategic planning process.

Ensure at all times the management of the club remains positive and progressive and the objectives and aims of the club are respected and observed.

Be prepared to make difficult decisions on behalf of the club if necessary.

Develop and maintain a sound understanding of the club, NSWTA, TFA code of conduct, rules, policies and guidelines.

Foster, promote and where necessary, insist, that all club members respect and abide by the club, NSWTA, TFA code of conduct, rules, policies and guidelines.

Attend and preside at all executive, special, committee and annual general meetings.

Ensure that the committee is well balanced and has a good cross section of relevant skills, experience and knowledge.

Represent the club/group at local, regional, state, and national levels.

Act as delegate to Waratah's Sports Club.

Act as a facilitator for club/group activities.

Oversee all/any disputes between all members of the association, as well as external bodies.

To ensure all roles and responsibilities are filled and everyone is adhering to their duties.

Liaise directly with the Competition Administrator on all business operation items, to ensure the smooth running of the association as per the rules of association and Constitution.

Prepare and present Annual Report at AGM.

Oversee responsibilities of Executive Committee.

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 OTA members.

End of Year Handover:

Updating Key Documents: At the end of each year a key activity of the President is to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the club secretary prior to the Annual General Meeting each year.

Induction of the Incoming President: An important responsibility of an outgoing President is to train, mentor and support the incoming President

Term of Appointment: One year term

Honorarium: \$500 per annum