**Position Description Template – President/Chairperson**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Stopwatch 25%** | **Time:**[X] hrs per week Weekdays, weekends and after hours will be required  | **Document** | **Reports To:**Executive committee | **Meeting** | **Meeting attendance:**Monthly | **Daily calendar** | **Term:** [insert length of term]  |

**Purpose**

The President is primarily responsible for the club to meet its obligations as set out in the club rules.

The President is expected to bring leadership and communication to the members so that the committee can effectively operate the club and remain sustainable economically and socially

**Key Responsibilities**

* Understand the club’s constitution, regulations, rules, and policies, and suggest changes where relevant
* Understand the association the club has with Golf Australia and other key stakeholders, and the regulations and policies that the club must be aware of and adhere to
* Ensure all Committee members fulfil their responsibilities to the club.
* Attend association meetings as required, to promote the views of the club to those bodies.
* Manage committee meetings/chair meetings and have a casting vote
* Discuss the agenda items prior to the next committee meeting with the Secretary and ensure that it is circulated 5 days prior to the meeting
* Report activities of the committee to the membership of the Annual General Meeting
* Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members
* Liaise with stakeholders such as local council and local community groups
* Establish and/or progress a continual 5 year future club direction plan, including being responsible for monitoring the progress of the plan in all areas
* Liaise with the club’s manager (if applicable)

**Skill, Experience, and attributes**

The president is someone who:

* is approachable by members and other committee members
* can communicate to members effectively using multiple platforms e.g face to face, through social media, emails etc
* Can maintain confidentiality on relevant matters.
* Is well informed of all organisation activities.

**Recommended Training Requirements**

The president will need to undertake training on

* The administration process of the club
* GA governance training
* Complete a hand over from the previous President

**Other Best Practice Requirements of the role**

* Induction training
* Satisfactory police check
* Relevant state working with children checks or equivalent
* Acknowledgement of the Committee Member Code of Conduct

Any other training required (please describe)

**Benefits to the volunteer**

**End of term hand over**

At the end of each term, a key activity of the President will be 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 secretary prior to the Annual General Meeting each year.

**Volunteer Signature:**

**Volunteer Name:**

**Date:**