



JOB DESCRIPTION

President

The President is the leader and the face of the Donvale Netball Club and has overall responsibility for the club's administration.

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. It is also the President's responsibility to liaise and be well known with members of the club.

Duties & Responsibilities:

- Chairperson of the Committee and at all meetings
- Prepare meeting agendas with Secretary
- Spokesperson for the club in the community
- Co-ordination of calendar with Administrator
- Assist with the management of the AGM
- Represent the club at local, regional, state and national levels
- Act 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
- Ensure the database of members' names and details, games played, life members and sponsors is up to date
- Maintain files of legal documents such as constitutions.
- Represent DNC at Association meetings
- Obtain Association sanction for club events
- Communicate information between Association and club members.

Ideally the President/Chairperson is someone who:

- Can communicate effectively & confidentiality where appropriate
- Is well informed of all organization activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, bylaws, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all organisations members.
- Hold or apply for a working with children check

Estimated Time Commitment Required

The estimated time commitment required as the President of Donvale Netball Club is 3 – 5 hours per week.

The time commitment required as the President of a club varies greatly from club to club. Smaller clubs may require a Secretary to spend only a half hour to an hour per week or larger clubs two to three hours per week on Secretarial duties.

The President is appointed for a 12 month period (until the AGM).