



ULVERSTONE SOCCER CLUB

Flora Street Sports Complex

PO Box 118, Ulverstone TAS 7315

ABN: 93 921 535 989

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CLUB POLICY DOCUMENT

Title: President PD

Policy: UPD01

Version: DRAFT 0.2

Revised: 2018, December

PRESIDENT

ROLE DESCRIPTION:

The club President has a central role in representing the vision and purposes of the organisation and for overseeing good governance of the club. They need to maintain an awareness of everything that is happening around the club and be effective at communicating with people from all walks of life.

RESPONSIBILITIES:

- Attend and chair regular committee meetings
- Consult with the secretary to prepare meeting agendas
- Ensure matters dealt with in an orderly and efficient matter at meetings
- Direct the committee towards impartial and objective decision making
- Maintain an overview of the organisation's affairs
- Co-ordinate the committee and other key club members to ensure the club meets its obligations
- Facilitate growth of the organisation
- Address conflicts within the organisation
- Provide support and supervision of committee members and key club members
- Effectively communicate the vision and purposes of the organisation
- To advocate for the club at external meetings and events
- Liaise with government and football bodies

QUALIFICATIONS AND EXPERIENCE:

- Demonstrated leadership skills
- Effective communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Ability to ensure decisions are made and adhered to
- Excellent time management
- Understand how a committee operates
- Experience of organisation and people management
- Knowledge of operating requirements of an incorporated body
- Passion and enthusiasm to see the club develop and thrive

TIME COMMITMENT:

The role of President requires an estimated commitment of 10-20 hours per week.