



# Bundaberg Touch Association Incorporated IA56226

## Position Description

# President

The President is primarily responsible for ensuring the association sets and meets its goals and objectives, is administered according to the Association Rules and completes all legal and compliance obligations.

## Responsibilities

The general responsibilities of the President are wide and varied and may include, but certainly not limited to the following responsibilities.

## Knowledge

To successfully undertake the role of President the roles requires the person:

- To be well informed of all association activities, especially those of all sub committees
- Have a good working knowledge of the constitution, association rules and by laws, policies and procedures as well as the duties of all office holders
- Strong understanding of the legal and compliance obligations of running the association

## Governance

Key governance responsibilities include ensuring the association:

- Defines and documents its association culture and behaviors and continually communicates them to members, players, coaches, supporters and volunteers
- Ensures the association has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- Implements strong financial controls to protect the cash and assets of the associations as well as the volunteers handling the cash
- Ensures the committee receive regular and accurate financial reporting, budgets and cash flow projections



- Ensure compliance and legislative obligations are met
- Ensure the health and safety of all association participants
- Ensure all complaints and disputes are immediately investigated and responded to according to association policies and procedures
- All association positions, roles and sub committees have regularly reviewed position descriptions or terms of references
- All association activities are documented in operations manuals, policies and procedures
- Volunteers are trained and supported throughout the year to undertake their roles successfully

## Meetings, communication and key relationships

Running meetings and communicating to stakeholders are core responsibilities of a association President including:

- Setting the agenda for each committee and general meeting, including the association's annual general meeting
- Chair all committee meetings
- Chair the annual general meeting
- Act as a spokesperson for the association and represent it locally, regionally and nationally as required
- Regularly liaise with sub committees to ensure they receive assistance and support as and when they need it
- Ensure that all sub-committees are regularly reporting to the committee.
- Liaise with all relevant stakeholders
- Ensure committee members, team manager and coaches fulfil their responsibilities to the association.
- Ensure the key stakeholder relationships of the association are maintained and nurtured

## Requirements

The President is expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings
- Undertake the role in good faith and honesty

If at any stage the President becomes aware of a personal conflict of interest, real or perceived between themselves and the association, they should immediately notify the Association Secretary of the conflict who will immediately inform all other committee members.



## End of term hand over

### Updating key documents

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

### Induction of the incoming President

An important responsibility of outgoing President is to train, mentor and support the incoming President.

## Essential Skills and requirements

- Hold or willing to apply for a current volunteer's "working with children check" (QLD Blue Card).
- Complete Responsible Service of Alcohol training (course cost covered by Bundaberg Touch)
- Complete Food Safety Course (on-line free)
- Complete Australian Sports Commission –Child Protection, Harassment and Discrimination and Complaint Handling (online training)
- Can communicate effectively
- Is well informed of all other tasks —, respond to general duties as directed by the association
- Can oversee organisational activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the rules of the association and the duties of all office holders and subcommittees
- Is a supportive leader for all member's.
- Able to chair committee or executive meetings.
- A good understanding of the sporting and competition requirements at local, regional and higher levels.
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated association person.

