

Waratah Netball Club

President Duties

1st August 2017

Ver 1.0

Intro

The President is the principal leader of the Club and has overall responsibility for the Club's administration and direction. The President should set the overall annual Committee agenda (consistent with the views of members), establish goals and directions which provide guidelines/framework for the season, and then keep the Committee on track by working within that overall framework.

The Committee must have a clear vision of where the Club needs to go. The President must ensure that the Committee creates this vision, and ensure that the vision and the objectives of the Club are consistent. The President must provide clear and concise Mission and Vision Statements, which should be developed by the President in consultation with the Committee.

The President must ensure that the Committee plans for the season to come. This may be achieved by holding a brief planning session at the first meeting of a new Committee. At the operational level, a major role of the President is to facilitate effective management of Committee meetings.

President Tasks

The President must:

- Understand the obligations and responsibilities as outlined in the Associations Incorporations Act;
- Ensure that the Club is managed in accordance with the intent of the Department of Fair Trading guidelines and the Associations Incorporations Act;
- Have a sound working knowledge of the Constitution & Rules;
- Develop and promulgate Mission and Vision Statements;
- Ensure the planning and budgeting for the Club is carried out in accordance with the Vision of the Club, and in accordance with the wishes of the Club members.
- Be aware of the future directions and plans of members;
- Be aware of all Club activities;
- Ensure that Duty Statements are completed for all office bearers;
- Manage Committee and/or Executive meetings;
- Manage the Annual General Meeting;
- Represent the Club at local, regional, state and national levels;
- Be a signatory for the Club accounts.