QUEENSLAND WATERSKI AND WAKEBOARDING FEDERATION INC

POSITION DESCRIPTION

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| Insert club name here |

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| logo |

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| PRESIDENT |
| ROLE: Leading the group, the primary role of the President is to manage and coordinate the club activities through achieving the developed goals and objectives as agreed upon by the membership. Inspiring and supporting the many volunteers involved with the club, the President will always act in the best interest of all members. The President is the official representative of the club. |
| The following notations to attributes, skills and experience are to be taken as a guide to assist in identifying and recruiting a suitable volunteer, however are not to be taken as a required pre-requisite |
| Attributes‘Considered as the quality or characteristic of the volunteer for the role’ | Skills‘The ability of the volunteer that comes from their knowledge, practice, training and education within to enable them to perform the role well’ | Experience‘Volunteer having personally observed, encountered or undergone practical or theoretical training in the role’ |
| * Able to delegate
* Can visualise the big picture
* Is able to look ahead and guide the club forwards
* Reliable
* Punctual
* Role model
* Communicator
* Leader
* Approachable
* Passionate
* Committed
* Understands club culture
* Respected
* Arbitrator
* Inclusive
* Open to diversity
 | * Meeting chairperson who is able maintain meetings on track while ensuring all committee members have input
* Able to represent the club at events, functions, presentations and other get togethers where the image and reputation of the club is on display
* Excellent at delegation and ensuring ongoing support to committee members and project committees
* Able to interpret strategic documents and lead the club forward through engaging with these documents
* Is able to lead and initiate change to improve the club
* Knowledge of and implementation of club documents
* Well-developed time management skills
 | * Similar role in professional employment
* Previous experience on a management committee
* Undertaken leadership / planning / meeting / mentoring training and education courses
* Previously used and implemented official documents – constitution / policies / procedures
* Decision making processes
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| POSITION OUTLINE: Creating and maintaining an efficient, well managed and run organisation, the President will actively seek input from committee and members into the ongoing strategic direction of the club. While the President should be aware of all activities within the club, it is not the role of the President to actively engage in operational tasks required for ongoing activities and events. The position of the President is to lead the club forward coherently using the skills of the committee and members balanced against the adopted strategic documents.  |
| Daily Items* Check and respond to emails
* Communicate with committee members and project committees as required
* Communicate with members
* Provide strong leadership
* Communicate with vice-President on all club activities
 | Weekly items* Attend any project committee meetings (if required)
* Review current strategic documents to ensure alignment
* Ongoing communication with committee on operational matters
* Engage with state and national governing organisations on behalf of the club
 | Monthly items* Chairperson for committee meetings and maintain meeting integrity. Reports presented; discussion held with input by all.
* Represent club at all official events and meetings
* Ensure that all committee members are maintaining their roles and provide/seek assistance if required
* Review and update all policies and procedures, rules and regulations as presented
* Host visitors and dignitaries to club
* Maintain legal compliance with all relevant authorities
* Engage with state and national governing organisations on behalf of the club
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| Annual items* Undertake succession planning for incoming President
* Attend annual state and national conferences
* Attend and present awards and trophies at annual championships
* Chairperson for annual general meeting
* Conduct annual review of strategic and operational documents
* Prepare new strategic and operational documents
* Monitor compliance and affiliation across all levels
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Review Date: Signed:

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