

## **Club President** (Guidance for clubs to adapt for their own use)

The President is responsible for the ultimate achievement of the strategic ambitions of the club as well as the overall management of its operational activities and acts as the club's representative at all internal and external functions.

### **Responsibilities:**

- Chair meetings and act as senior club officer throughout the year, by making decisions whenever the need arises, in consultation with other club officers when appropriate.
- Attend meetings in a neutral and uncommitted capacity and enable the group to have a meaningful discussion with a neutral person in the chair.
- Provide direction for the club by effective leadership and management.
- Monitor and evaluate the progress of agreed actions – both short term and strategic.
- Ensure that succession and forward planning are integral and ongoing in the club.
- Constitute and resource any special working groups and ensure that their activities are reported to the Executive.
- Manage other Club Officers to ensure the delivery of their responsibilities.
- Ensure the club structure and responsibilities are transparent and available to the membership.
- Lead the general standard of the club and provide an understanding of the ethos and codes of conduct required.
- Set the agenda for meetings and ensure it is in line with the club vision and mission statement.
- Act as a mediator in the event that disagreements arise between particular sub committees or sections.
- Provide liaison and communication between the various sections of the club.

### **Knowledge and skills required**

Ideally the President is someone who:

- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all the organisation's members.

Estimated time commitment required and period of appointment

The estimated time commitment required as the President is \_\_\_\_\_ hours per week during the season and \_\_\_\_\_ hours per week out of season.

TEMPLATE