



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Club President</b>	<b>Category:</b>	<b>Board of Management</b>
<b>Job Description</b>			
<p>The responsibility of the club president is to overview the management and administrative operation of the club and to provide leadership and support to all its members. The president may achieve this through effective communication and sound leadership.</p> <p>A Club President should preferably have an understanding of human relationships and attitudes with reasonable experience in Rugby League associated activities.</p> <p>The image of a club is often represented through the Club President and whenever representing the Club, a President should aim for the highest levels of efficiency, together with sound ethical and moral standards.</p>			
<b>Knowledge &amp; Skills Required</b>			
<ul style="list-style-type: none"><li>• Good working knowledge of the Club, its rules, by-laws, and constitution</li><li>• Understanding of all club operations and experience with planning operations</li><li>• Experience in a leadership role and be able to delegate</li><li>• Well-developed decision making skills</li><li>• Good listener and ability to negotiate successfully with internal/external stakeholders</li></ul>			
<b>Objectives</b>			
<ul style="list-style-type: none"><li>• To provide strong, efficient and effective leadership for the Club</li><li>• To provide a safe and enjoyable recreational environment for all Club members</li><li>• To ensure that all players are given the highest level of coaching and competition to promote their development</li><li>• To ensure the Club is run effectively administratively, financially and socially to support the on field activities</li></ul>			
<b>Responsibilities</b>			
<ul style="list-style-type: none"><li>• Be fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of others involved in the Club</li><li>• Be unbiased and impartial, give clear direction and set an example for others to follow</li><li>• Be an effective Chairperson, encourage focused discussion and have sound knowledge of debating and meeting procedures</li><li>• Represent the Club at a local and district level in a positive and professional manner</li><li>• Keep informed of all Club activities and be aware of future planning initiatives</li><li>• Ensure the list of responsibilities delegated to the Club Committee and various office bearers are widely communicated, understood and agreed</li><li>• Ensure Club rules, constitution and by-laws are respected and observed by everyone</li><li>• Encourage players and officials to abide by the Parramatta District Club's Rules, Regulations and Codes of Conduct</li></ul>			

# Hills District JRLFC & TA Inc.

## POSITION DESCRIPTION

- Ensure Club financial management and budgeting remains on target and is achieved
- Lead development and maintain an overview of the Club's strategic planning initiatives
- Ensure at all times the management of the Club remains open, positive, progressive and the objects and aims of the Club are respected and observed
- Be prepared to make difficult decisions on behalf of the Club if necessary and insist on all members respecting and abiding by the Club's discipline provision

### Additional Notes

Reviewed By:	Rick Palin	Date:	23 November, 2016
Approved By:	Glenn Starr/Michael Gremmo	Date:	07 December, 2016
Last Updated By:	Rick Palin	Date/Time:	23/11/2016 12:00PM
Office Bearer:	Glenn Starr	Term:	BOM 2016 Season
Signature:		Date:	