



ENDEAVOUR HILLS JUNIOR FOOTBALL CLUB & AUSKICK



Incorporation Association No. A00053411 - ABN: 83 698 930 671

Position Description

President (Executive Position)

Objectives

- To provide strong, efficient and effective leadership for the club.
- To ensure the club promotes the participation and achievement of the junior football teams at the highest level.
- Ensure the club is run efficiently, financially, and socially to support the on-field activities.
- To provide support to the Executive and Committee members to ensure the efficient operation of the club.
- To provide a safe and enjoyable recreational environment for all club members and ensure all football activities are played in a competitive and fair spirit.

Responsibilities

- The custodian of the club constitution and responsibility for the club to uphold the contents within.
- Ensure sub committee's and committee members fulfil their responsibilities to the club.
- Preside at all meetings of the club committee.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the Executive or General Committee.
- Formulate the annual operating plan and manage its ongoing administration.
- Be familiar with the rules of the club, League, State Body, AFL and any other body that has governance to give advice Committee as required.
- Prepare a comprehensive report of all activities of the club for presentation to the membership at the Annual General Meeting.
- Maintain an accurate copy of the Rules and By-Laws of the club.

Relationships

- Reports to the Members and General Committee of the club.
- Acts as or ensure his/her delegate acts in the best interests of the club at League or Delegates Meetings.
- Supports all Managers, Committee members and football staff.

Accountability

- The President is accountable to the Members and the General Committee.
- Provide a report on portfolio operations to the monthly Committee meetings.
- Seek ratification from the appropriate committee member prior to committing the club to any financial expenditure or action.



P.O. Box 267, Endeavour Hills VIC 3802
<http://www.endeavourhillsjfc.com.au/>
<http://facebook.com/EHJFC>

