



## Position Description

### **PRESIDENT**

#### **Preamble**

The President is the principle leader of the Eastern Suburbs Touch Association and has overall responsibility for the Eastern Suburbs Touch Association administration.

They are primarily responsible for ensuring the association sets and meets its goals and objectives, and is administered according to the Association Rules and completes all legal and compliance obligations

The President is one of five Elected Executive Members, as per constitution.

#### **1. Responsible To**

1.1. The President is elected by the members with voting rights at the Annual General Meeting and responsible for representing the views of the Eastern Suburbs Touch Association members.

#### **2. Direct Reports**

2.1. Club Committee members

#### **3. Knowledge and Skills Required**

Criteria for the President is:

3.1. Previous experience in a leadership role in a not-for-profit, volunteer-based organisation is preferable.

3.2. Knowledge of the laws and legislation relating to non-profit organisations.

#### Skills for President

3.3. Can communicate effectively and possesses strong communication and interpersonal skills, with particular emphasis on public speaking

3.4. Is well informed of all association activities

3.5. Is aware of the future directions and plans of members

3.6. Has a good working knowledge of the constitution, rules and the duties of all office holders and sub-committees

- 3.7. Is a supportive leader for all members
- 3.8. Able to meet strict deadlines
- 3.9. Must hold a valid NSW Working with Children Check (WWCC)
- 3.10. Strong management skills and ability to delegate and work collaboratively with committee members.
- 3.11. Ability to chair committee and executive meetings.
- 3.12. Well-developed decision-making skills.
- 3.13. Experience with planning and operations.
- 3.14. Sound financial management skills.
- 3.15. Receptive to change
- 3.16. Dedicated club person and good role model when representing the committee.

#### **4. General**

- 4.1. Liaise directly with the Executive on all association operation items, to ensure the smooth running of the association as per the rules of association and constitution
- 4.2. Ensure the association has a clearly defined purpose, vision and set of values to guide decision-making, club culture and behaviour.
- 4.3. Facilitate planning of the clearly defined goals, objectives, documented strategies and implementation plans on how they will be achieved over the following year/season.
- 4.4. Regularly liaise with the relevant Executive Committee members in all facets of their position descriptions and ensure all duties are met
- 4.5. Work with the executive committee to ensure progress against strategic priorities by regularly reviewing the association activities and operational plans.
- 4.6. On being elected to the Executive, undertake induction and training procedures as provided by the Executive
- 4.7. Act as a facilitator for association/group activities
- 4.8. Work with the Executive Committee to ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures.
- 4.9. Represent the association/group at local, regional, state and national levels
- 4.10. Serve as a spokesperson for the Association when required.

#### **5. Governance**

- 5.1. Ensure Regional Panels and association consider, debate, and vote on issues before them prior to Executive recommendations based on the best interests of the association only

5.2. Ensure Regional Panels and associations comply with the rules, policies, and standing orders of the association.

5.3. Consider, debate, and vote on issues before the Executive on the basis of the best interests of the association only

5.4. Comply with the rules, policies, and standing orders of the association

## **6. Planning**

6.1. Review the association's plan and calendar with relevant Executive Committee members and the NSWTA

6.2. In collaboration with relevant Executive Committee members develop, review and monitor policy

## **7. Meetings**

7.1. Attend and manage all association and executive meetings (including the annual general meeting), or, if unavoidable, apologise in advance for absence

7.2. Entitled to one vote only at an Executive Meeting and/or Management Committee Meeting of the Club.

7.3. Where Technical papers are circulated in advance of the meeting, read papers and consider issues before the meeting

7.4. Provide leadership with the Technical Policy and Regional Directors to contribute to the discussion and resolution of issues at meetings and otherwise as

7.5. Where required represent the Region at NSWTA meetings appropriate

7.6. Attend NSWTA meetings relevant to portfolio as required

## **8. Administrative & Management**

8.1. Serve on Executive Committees as required

8.2. Ability to write and edit association documents

8.3. Develop, review and monitor policy

8.4. Receive and disseminate information promptly to the Executive and association

8.5. Monitor the association's development, research, and budgetary plans

8.6. Monitor performance of all Executive Committee members and their committee

8.7. In conjunction with the relevant associations and NSWTA review Eastern Suburbs Touch Association material

8.8. Work with the Treasurer to implement strong financial controls to protect the cash and assets of the association.

8.9. Work with the Treasurer to ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

8.10. Act as a signatory for the Association in all legal purposes and financial purposes.

## **9. Media**

9.1. Make comments to the media only as provided in the association's Media Policy

## **10. Promotion**

10.1. Promote the association in the community as opportunities arise

## **11. Finance**

11.1. Coordinate budget requests & development grants of the club to the Executive & Treasurer

## **12. Fundraising**

12.1. Participate in any fundraising approved by the Executive

## **13. Legal & Ethical**

13.1. Avoid making any improper use of their position in the association to gain any material advantage for themselves, or for any other person, or to the detriment of the association

13.2. Avoid making any improper use of any information acquired by virtue of their position in the association to gain any material advantage for themselves, or for any other person, or to the detriment of the association

13.3. If they have any direct or indirect material personal interest in any contract with the association, inform the Executive immediately

13.4. If they have any direct or indirect material personal interest in any contract with the association, not vote in the Executive and/or Management Committee meetings on that issue

13.5. If they have any non-material personal conflict of interest in any matter before the Executive and/or Management Committee, or believe that the perception of such a conflict might arise, inform the Executive and/or Management Committee immediately and follow the Executive and/or Management Committee's rulings as to proper procedure

13.6. At all times conduct Executive and Management Committee business politely and with consideration for others, without ill feeling, improper bias, or personal animus

## **14. Partnerships/Sponsorships**

14.1. Manage the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the association. This includes but is not limited to NSW Touch Association, Touch Football Australia, Sydney Roosters RLFC, Centennial Parklands, Randwick City Council, Woollahra Municipal Council and local schools within the ESTA catchment

## **15. Term of Appointment**

15.1. The President is appointed for a two year term under Clause 15.3 of the Constitution.

## **16. Honorarium:**

16.1. As per Policy and as agreed to by the Executive.

## **17. Position Review**

17.1. This position description will be reviewed bi-annually in conjunction with NSWTA to ensure it remains relevant to Eastern Suburbs Touch Association operations and reflects both community expectations and legal requirements.

**Last Review Date: 16 September 2022**