

St Andrews Cricket Club

JOB TITLE:

President

OBJECTIVE:

To ensure the Club promotes the participation and achievement of its teams. Ensure the Club is run efficiently administratively, financially and socially to support the on field activities.

The President helps the committee prioritise its goals and keeps the committee on track by working within the overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

RESPONSIBILITIES:

- Ensure Managers and Committee Members fulfil their responsibilities to the Club.
- Attend Grampians Cricket Association meetings as required to promote the views of the Club.
- Manage committee meetings/chair meetings.
- Discuss the agenda items prior to the next committee meeting with the Secretary and ensure that it is circulated in plenty of time.
- Preside at all meetings of the Club and shall have a casting vote.
- Try to ensure all subcommittees are responsible and accountable
- Shall be ex-officio member of any meeting of the Club.
- Report activities of the portfolio to the membership of the Annual General Meeting.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Review constitution, by laws and match rules
- Adopt risk management, smoke free, sun smart, code of conduct and safe alcohol policies
- A facilitator for club activities.
- Be available to handle any disputes.
- Liaise with stakeholders such as local shire councillors and Central Highlands Sports Assembly.

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, Commission or Delegates Meetings.

Supports all Managers, Committee Members and Staff.

ACCOUNTABILITY:

- The President is accountable to the Members & General Committee.
- The President shall provide a monthly report to the General Committee.

The estimated time commitment required as the President is 1-2 hours per week.

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DESIRABLE SKILLS:

- Well informed of all club activities.
- Aware of the future directions and plans of club members.
- Able to chair committee and or executive meetings.
- Able to represent the club at local, regional or national levels.
- Possesses a good working knowledge of the club's constitution, rules and the duties of its office holders and sub-committees.
- Well versed in the rules or procedures for the particular type of meeting and unbiased and impartial on all issues.
- Well informed about the purpose of the meeting and items to be covered and is able to avoid repetition, arguments, interruptions and deviation from the matter under discussion.
- Receptive to change.
- Dedicated club person.
- Be approachable.

In summary the **President should be able to:**

- **Lead** without controlling.
- **Involve** club members in decisions that affect them.
- **Stimulate** balanced discussions.
- **Time** meetings to finish on time.
- **Encourage** focussed discussion and keep meetings on track.
- **Negotiate** successfully between members.

DESIRABLE KNOWLEDGE:

- Ability to plan events and activities for a year
- Financial skills/knowledge
- Empathy
- Communication and negotiating skills
- Listening skills