



Position Details

Position title: President

Date of review: September 2018

Position objective

The President is the principle leader of the Club and has overall responsibility for the Clubs administration. The President provides leadership and direction to the committee, office bearers officials and members.

Responsible To

The President is responsible for representing the views of the clubs members and committee.

Responsibilities and Duties

- Manage committee and/or executive meetings
- Manage the annual general meetings
- Represent the Club where required
- Ensure appropriate governance, compliance and assurance
- Attend Canberra Region meetings as required
- Ensure that responsibilities delegated to the Committee and various office bearers are widely communicated, understood and followed through.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the clubs members
- Be prepared to make difficult decisions on behalf of the club if necessary

Knowledge and Skills Required

- A knowledge and understanding of the VDJRLFC and the ARL Code of Conduct and ARL Safe play Code is essential.
- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has an understanding of Canberra Region operations
- Has well developed decision-making skills
- Is a supportive leader for all Club members
- An excellent knowledge and understanding of Microsoft office programs
- Working with Vulnerable People Card (WWVP)