



Position Description

Date of Issue:- 02 February 2008

Position Title:- President/Chairman

Reports To:- MRUFC Committee and members

Purpose of Position:- To be the principal leader of the Club and has overall responsibility for the Club's administration and development. The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings. The President is elected by the members and responsible for representing the views of the Club and its members.

Responsibilities and Duties

As Chairperson:

- Manage committee and/or executive meetings
- Manage the annual general meeting

As President

- Represent the Club at local, regional, state and national levels
- Act as a facilitator for Club activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Drive the development of the Club (including junior development)
- Be the sole spokesperson for the Club to all outside interests (except where a match spokesperson has been appointed eg Captain, Coach or Manager)
- Arbitrate in disputes
- Continually recognise and publicly acknowledge the contribution, achievement and support of sponsors, volunteers, committee members, coaches, trainers and supporters.

Knowledge and Skills Required

Ideally the President is someone who:

- Can communicate effectively
- Is well informed of all club activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all the club's members
- Has recent committee experience
- Has basic IT skills (word, excel, email)

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the President/Chairperson is 16 hours per week during the season and 8 hours out of season.

The President is appointed for a 12 month term elected annually at the AGM.