MAITLAND CITY SOFTBALL CLUB INC
JOB DESCRIPTION FORM
PRESIDENT

The President is the principle leader of the Maitland City Softball Club Inc and has overall responsibility for the Club's administration.

Responsible to:

The President is responsible to the committee and membership of Maitland City Softball Club Inc.

Responsibilities and Duties:

The President should:

- Lead the annual planning of the Club, consistent with the views of members
- Help committee prioritise, set and implement goals for the Club for the term of the presidency
- Facilitate effective management of committee meetings, Annual General Meetings and Special General Meetings (if required)
- Assist with setting agendas for meetings
- Represent Maitland City Softball Club Inc at local, regional, state and national levels as required
- Foster a strong working relationship with local government, affiliated associations, the relevant Sate Sporting Association, other sporting clubs and the relevant National Sporting Association/Organisation (if applicable)
- Act as a facilitator for Club activities
- Be a supportive leader for all club members
- Assist other committee members with assorted tasks as and when required
- Ensure the planning and budgeting for the future is implemented in accordance with the wishes of the members
- Ensure the Club complies with legislation, including but not limited to the Liquor & Gaming Act, Local Government Act and Associations and Incorporations Act
- Ensure the elected committee members are attending to their duties, as outlined in their respective Job Description Forms
- Promote our Club's Mission, Purpose and Values

Knowledge and Skills Required:

Ideally the President is someone who:

- Can communicate effectively
- Is well informed of all club and organisational activities
- Is aware of the future direction and plans of the club
- Has a good working knowledge of the Constitution, rules and the duties of all club directors and sub-committees
- Is a supportive leader for all Club members'