



# POSITION DESCRIPTION

## PRESIDENT

<b>REPORTS TO:</b>	Club Members
<b>CLASSIFICATION:</b>	Voluntary
<b>COMMITTEE MEMBER:</b>	Yes
<b>TIME COMMITMENT:</b>	60 hours per season, variable

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### ROLE SUMMARY

The President is a volunteer role within the Whitehorse Mustangs (the Club) and is ultimately responsible for providing leadership and oversight for the Club. The President must be well informed about Club activities and have a sound working knowledge of the Constitution, by-laws, policies and procedures as well as the duties of all office bearers and a strong understanding of the legal and compliance obligations of the Club. The following responsibilities are not intended to be exhaustive, but rather to outline the typical commitment required to perform the role.

### ROLE DESCRIPTION

The President is supported by the Executive Committee and works closely with committee members as required for the efficient and effective management of the Club. The President is responsible for leading the committee to perform the following duties within the Club:

- Ensures the Club has clearly defined goals and objectives, documented strategies and plans on how they will be achieved
- Define and document desired Club culture and behaviours, and continually reinforces those value to members, players, coaches, supporters and volunteers
- Chair Committee and Annual General Meetings ensuring that they are run efficiently and effectively
- Act as a signatory for the Club in all legal and financial purposes
- Work with Committee to manage staffing of the Club including recruitment, retention, salary and performance reviews
- Make sure complaints and disputes are investigated and responded to in a timely manner, as per Club policies and procedures
- Assist in the development of partnerships with funding agencies and local government
- Manage all facility contracts and the relationship with all facility partners
- Submit an annual report to the Club at the Annual General Meeting
- Serve as a spokesperson for the Club as required
- Represent the club at industry and partner events, forums, general meetings and special meetings
- Maintain player and family confidentiality when dealing with sensitive information
- Maintain accurate Club records and documentation in a secure location
- Comply with all aspects of Club and Competition Codes of Conduct, policies and procedures
- Assist with general business as required

### SKILLS

- Excellent diplomacy, negotiation, written and verbal communication skills
- Sound understanding of how a domestic basketball Club run, including compliance requirements for community sport

### QUALIFICATIONS

- Previous experience in a similar role (paid or voluntary)
- Current or past member of the Club, as a player, coach, team manager, parent/guardian, Committee Member or active supporter

### MANDATORY REQUIREMENTS

- Competent with Microsoft Office and Google Workspace
- Working with Children Check and Basketball Victoria Member Protection Statutory Declaration
- Comply with all Basketball Victoria and Whitehorse Basketball Safeguarding Children policies