



Vermont Vultures Basketball Club

Vermont Vultures Basketball Club – Role Description – President

Updated 9/11/2020

Role: President

Role classification: Voluntary

Exec Committee member: Yes

Committee member: Yes

Expected hours of work: 20-30 hours per month, variable by month

Purpose

The purpose of this document is to outline the roles and responsibilities of the President at the Vermont Vultures Basketball Club (The Club). These roles and responsibilities are not intended to be exhaustive, but rather to outline what is typically required to fulfil the role.

Summary

The role of President is a key role within the Vermont Vultures. The President is responsible for the overall Leadership and running of The Club, and is expected to be well informed of all club activities, have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders and a strong understanding of the legal and compliance obligations of running The Club.

Role description

This role is generally the first point of contact from Parents and other stakeholders for The Club. The President is supported by the Executive Committee and is required to perform the following duties:

1. Ensures the club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
2. Defines and documents its club culture and behaviours and continually communicates them to members, players, coaches, supporters and volunteers
3. Ensures the committee receive regular and accurate financial reporting, budgets and cash flow projections
4. Ensure compliance and legislative obligations are met
5. Ensure the health and safety of all club participants
6. Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
7. All club positions, roles and sub committees have regularly reviewed position descriptions or terms of references
8. Ensure committee members, team manager and coaches fulfil their responsibilities to the club.
9. Act as a spokesperson for the club and represent it locally and regionally, as required

Skills required

The successful applicant will possess:

- Understanding of compliance requirements for community based sporting organisations.
- Experience with managing organisations, business or similar
- Can communicate effectively both with individuals, The Club Committee, The Club members, and the local association
- Able to chair committee or executive meetings.

Qualifications required

- Past experience in a similar role (paid or voluntary)



Vermont Vultures Basketball Club

- Current Working with Children Check
- A past or current affiliation with The Club as player, parent/guardian, Committee member, or active supporter

Remuneration

This role is a voluntary position

Mandatory Competencies/Licenses

- Working with Children Check

For more information on this role

Club Secretary secretary@vermontvultures.org.au