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## **JOB DESCRIPTION**

### **President**

The President is the principal leader of the Seacliff Tennis Club club/group and has overall responsibility for the Seacliff Tennis Club's administration.

The President sets the overall annual committee agenda (consistent with the views of members). At the operational level, the major function of the President is to facilitate effective committee meetings.

#### ***Responsible To***

The President is elected by the Seacliff Tennis Club members and responsible for representing the views of the Seacliff Tennis Club members.

#### ***Responsibilities and Duties***

- Manage committee and/or executive meetings and nominates chairperson.
- Manage the annual general meeting
- Represent the club/group at local, regional, state, and national levels
- Act as a facilitator for club/group activities
- Manage the coaching contract
- Ensure all insurance liabilities are adequately covered
- Ensure all committee members are conversant with their legal responsibilities under the Associations Incorporation Act 1985 and exercising of their duties in accordance with the Act.
- Ensure all committee members exercise their duties effectively and in accordance with the wishes of the members.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Deal with the City of Holdfast Bay over queries with the lease and matters concerning the function of the facility
- Regular interaction between Seacliff Tennis Club and the Management group of the facility
- President deals with complaints to the club

#### ***Knowledge and Skills Required***

Ideally the President is someone who:

- Can communicate effectively
- Is well informed of all organisation activities



- Has a good working knowledge of the constitution, rules and the duties of all office holders and sub-committees
- Is a supportive leader for all members

***Estimated Time Commitment Required & Period of Appointment***

Verbal communication to the next President.

The President is appointed until replaced.

***NOTE:*** The Office bearer of this position is to update this Job Description based on experience gained during the season in the conduct of these duties, for passing on to his/her successor.

Reviewed 26/05/2022