

 Eltham Calisthenic College President Position Description	Approval Date:	April 2021
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	Version No:	01
Approved By:	Name:	Signature:
President:	Karen Beer	
Vice-President:	Danette Wilson	

President

The role of the President in conjunction with the Committee, is to provide leadership within the club. The President oversees the strategic direction and financial management of the association.

Desirable Attributes:

- ◆ Be well informed of all organisation activities and able to provide oversight.
- ◆ Be a person who can develop good relationships internally and externally.
- ◆ Be forward thinking and committed to meeting the overall goals of the club.
- ◆ Have a good working knowledge of the committee constitution, rules and duties of office bearers.
- ◆ Be able to work collaboratively with other committee members.
- ◆ Have good communication skills both verbal and written.
- ◆ Be a good listener and attuned to the interests of members and other interest groups.
- ◆ Be a good role model and a positive image for the club in representing the committee in other forums.
- ◆ Be a competent public speaker.
- ◆ Demonstrate a commitment to the Child Safe Standards.

Specific duties include but are not limited to:

- ◆ Chair committee meetings ensuring that they are run efficiently and effectively.
- ◆ Act as a signatory for the club in all legal purposes and financial purposes.
- ◆ Regularly focus the committee's attention on matters of club governance that relate to its own structure, role and relationships.
- ◆ Periodically consult with Committee members on their role, to see how they are going and help them to optimise their contribution.

- ◆ Work with the committee to ensure:
 - a) The necessary skills are represented on the committee and that a succession plan is in place to help find new committee members when required.
 - b) Goals and relevant strategic and business plans are developed in order to achieve the goals of the club.
- ◆ Work with the Principal Coach to provide support if required regarding operational matters.
- ◆ Be a signatory on club account.
- ◆ Serve as a spokesperson for the club.
- ◆ Attend CVI Meetings
- ◆ Work with the Committee and assist in the development of partnerships with sponsors, funding agencies, shared facility users and organisations that are relevant to the goals of the club.
- ◆ Organise all competition entries for the club
- ◆ Organise Stage Rehearsal venue
- ◆ Organise Annual Club Concert – Book Venue, organise lighting with venue, gather all music from the coaches, Concert Program, with the assistance of the Committee.
- ◆ Organise Presentation night with the Committee.
- ◆ Complete annual return for Consumer Affairs. Within 1 month after the annual general meeting, lodge with the Registrar an Annual Statement and other required financial documents with the prescribed fee.
- ◆ Obtain from Treasurer Annual Income and Expenditure Statement and Assets and Liability Statement
- ◆ Maintain all Policies, Procedures and Documents on behalf of the Club.
- ◆ Ensure the club is compliant with the Child Safe Standards.
- ◆ Writing up new Policies for the Club
- ◆ Updating of Club Policies