



Club President Position Description

The President of the Mt Carmel Tennis Club will provide overall leadership and be responsible for the leading of the committee and the performance of the club.

Desirable Attributes

The President should:


- 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 a strong understanding of the legal and compliance obligations of running a club
- Be a supportive leader for all members
- Be well informed of all club activities and able to provide oversight
- Be able to listen to the feedback and views of members and other interested parties
- Be a good role model and a positive image for the Club in representing the Committee in other forums (e.g. Association Delegate meetings)
- Be a person who can develop good relationships internally and externally
- Be able to communicate effectively and be a competent public speaker
- Have the ability to forward plan and lead the club to reaching its short term and long term goals
- Maintain confidentiality on relevant matters
- Have a good understanding of the competition requirements at local, regional and higher levels
- Be unbiased and impartial on all issues.
- Be open to change and have the ability to drive change within the club when necessary
- Hold or willing to apply for a current volunteer's Working With Children Check or State equivalent

Responsibilities

The general responsibilities of the President are wide and varied. They may include, but are not limited to the following responsibilities:

Governance

- Act as a signatory for the Club in all legal and financial purposes
- Ensure compliance and legislative obligations are met
- Regularly focus the Committee's attention on matters of Club governance
- Define and document the club culture and behaviours and continually communicates them to members, players, coaches, supporters and volunteers
- Ensure the club has clearly defined goals and objectives and a documented club strategy that includes how they will be achieved
- Work with the Treasurer to implement strong financial controls to protect the cash and assets of the clubs as well as the volunteers handling the cash
- Ensure the health and safety of all club participants
- Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures

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- Ensure committee position descriptions are relevant and current leading into an AGM
 - Ensure all club activities are documented in operations manuals, policies and procedures
 - Work with the committee and venue management to complete the Tennis Australia Operational Health Check annually
 - Work with the Committee to ensure:
 1. The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
 2. Goals and relevant strategic and business plans are developed in order to achieve the goals of the Club.

Meetings, communication and key relationships

- Work with the secretary to set the agenda for each committee and general meeting, including the clubs annual general meeting
- Chair all committee meetings including the annual general meeting
- Ensure all meetings follow an agenda, are run efficiently and effectively, and are correctly recorded with minutes being archived.
- Provide a summary of Committee Minutes for distribution to all Club members
- Manage the communication from the Committee to Club members and other relevant stakeholders
- Act as a spokesperson for the club and represent it locally, regionally and nationally as required
- Be a role model for the club, providing the club with a positive image at external functions
- Regularly liaise with sub committees to ensure they receive assistance and support and are regularly reporting to the committee.
- Periodically consult with committee members on their role, to see how they are going and help them to optimise their contribution
- Ensure the key stakeholder relationships of the club are maintained and nurtured
- Develop and maintain partnerships with sponsors, funding agencies, local and state government, shared facility users, local associations, peak sports bodies and organisations that are relevant to the goals of the Club.
- Marketing, social media and all advertising
- Minor repairs to club and courts, gardening, bins and lawns, general court clean
- Run the club Website, Facebook and Instagram pages, 90% of Revo Sport
- Run and operate the club email Hotmail address

If at any stage the President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

The estimated time commitment required as the President is 10-15 hours per week.