



### NPSC Executive Committee - Club President

<b>Reports To:</b>	Executive Committee, Players and Members of NPSC
<b>Job Inductor:</b>	Bruce Watson (and Paul Celegon after 2010)
<b>Purpose of Role:</b>	<p>The President is the principal leader and public face of the club and has overall responsibility for the club's administration.</p> <p>The President sets the overall annual committee goals, helps the committee prioritise and then keeps the committee on track by working within that overall framework.</p> <p>At the operational level, the major function is to run effective and orderly general and special committee meetings.</p>
<b>Key Tasks and Responsibilities:</b>	
Committee Meetings	<ul style="list-style-type: none"> <li>▪ Call, manage preceding agenda preparation with Secretary and chair monthly and special meetings as required.</li> <li>▪ Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.</li> </ul>
AGM	<ul style="list-style-type: none"> <li>▪ Manage the AGM</li> </ul>
Club Representative	<ul style="list-style-type: none"> <li>▪ Represent the club at local (Sunraysia Football Committee, advisory body for the FFV), regional and state levels.</li> </ul>
Supervision	<ul style="list-style-type: none"> <li>▪ Ultimate responsibility for ensuring that all committee and sub-committee members carry out their duties and responsibilities.</li> </ul>
<b>Experience and / or Qualifications:</b>	<ul style="list-style-type: none"> <li>▪ Experience in business/service marketing and development.</li> <li>▪ Capacity to establish networks and build positive relationships with a wide variety of stakeholders including volunteers</li> <li>▪ Sound computer skills.</li> </ul>
<b>Desirable Personal Qualities:</b>	<ul style="list-style-type: none"> <li>▪ Sound financial management skills.</li> <li>▪ Well developed interpersonal, communication and mediation skills.</li> <li>▪ Some prior knowledge of NPSC activities, constitution, rules and the duties of all office holders and subcommittees.</li> <li>▪ Awareness of the future directions and plans of members.</li> <li>▪ Energy and enthusiasm</li> </ul>
<b>Timing:</b>	
Approx hours per week	1-2
Frequency of work (mainly in season)	Monthly committee and SFC meetings, AGM, attendance at selected matches and training sessions, other representative engagements as required or desired.
Length of commitment	One year