

# PIRATES SOFTBALL CLUB WA INC

## JOB DESCRIPTION FORM

### PRESIDENT

The President is the principle leader of the Pirates Softball Club WA Inc and has overall responsibility for the Club's administration.

#### **Responsible to :**

The President is responsible to the committee and membership of Pirates Softball Club WA Inc.

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

The President should:

- Facilitate committee meetings, Annual General Meetings and Special General Meetings (if required)
- Assist with setting agendas for meetings
- Set and implement goals for the Club for the term of the presidency
- Represent Pirates Softball Club WA Inc at local, regional, state and national levels as required
- Act as a facilitator for club activities
- Assist other committee members with assorted tasks as and when required
- Ensure the planning and budgeting for the future is implemented in accordance with the wishes of the members
- Ensure that the Club complies with legislation, including but not limited of the Liquor Act, Local Government Act and Associations and Incorporations Act
- Ensure that elected committee members are attending to their duties, as outlined in their respective Job Description Forms

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

Ideally the President is someone who:

- Can communicate effectively
- Is well informed of all organisational activities
- Is aware of the future directions and plans of the club
- Has a good working knowledge of the Constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all club members

#### **Estimated Time Commitment Required :**

The estimated time commitment required as the President of Pirates Softball Club WA Inc. The average time commitment is 4 hours per week. The President is appointed for a maximum term of 15 months.