



# President's Job Description

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## Objectives

The President is the leader of the Macquarie Saints Baseball Club and is there to ensure the Club is run efficiently administratively, financially and socially to support the on field efforts of the Club.

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

**This is an ELECTED position with voting rights on all board issues.**

## Responsibilities and Duties

- Attend & chair all Executive, General and special meetings
- Manage the Annual General Meeting
- Manage the Coaches and Managers Meeting at the beginning of each season
- Attend RHBL President Meetings or nominate an attendee when required
- Communicate with Ryde Council when necessary
- Act as a facilitator for club activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members
- Be well aware of all current and future Club activities
- Presents the Annual Report at the Annual General Meeting
- Responsible to approve all correspondence to board members, association president, area heads, coaches, or parents
- Responsible to co-sign all cheques

## Managing Club Meetings

- Start meetings on time
- Lead but do not direct
- Ensure there is fair discussion on each issue and that all points are expressed before a decision is reached.
- Keep the meeting moving in the desired direction. Be firm, but tactful, with members deviating from the point under discussion
- After adequate discussion on an issue impartially summarises the points of view expressed, both for and against, to make sure members know clearly what they will be voting or agreeing to
- Runs the meeting so that a balance is struck between speed and efficiency on the one hand, and keeping the meeting enjoyable on the other
- Know and follow the agenda strictly, unless directed otherwise by the meeting
- Attempt to get all members to contribute to the meeting
- Be enthusiastic , enthusiasm is catching

## Annual Report

This should be a comprehensive summary of the year's activities, detailing programs conducted, membership changes, physical developments and any outstanding achievements. Also include a review of the financial situation and a look at plans and aspirations for the future.

Sections of this report can be delegated to other Committee Members so you don't have to do it all yourself!

## **Relationships**

- Reports to the Members and General Committee of the Club
- Acts as or ensures his/her delegate acts in the best interests of the club
- Supports all coaches, players and committee members

## **Accountability**

The President is accountable to the Members and the General Committee

## **Knowledge and Skills Required**

Ideally the President/Chairperson is someone who:

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

## **Period of Appointment**

The President is appointed for one term (March to March) and can serve a maximum of three terms (up to 8 if there are no other candidates).