



POSITION DESCRIPTION

PRESIDENT

ORGANISATION DETAILS

Organisation	
Term of appointment	
Hours per week	

POSITION OVERVIEW

The President holds the overall responsibility for the organisation.

The President is responsible for setting the agenda for the organisation and its meetings, conducts organisational specific strategic planning, and focuses the committee on achieving short and long term goals in the delivery of the organisations chosen sport.

ORGANISATIONAL RELATIONSHIPS

Internally Accountable to: Executive Committee, Organisational Members and Volunteers

External: Office of Fair Trading, State Sport Body/Association, Logan City Council, Councillors, Members of Parliament and members of the public

KEY RESPONSIBILITIES

- Effectively chair and manage all organisational meetings (including Executive Committee meetings);
- Effectively chair and manage the organisation's Annual General Meeting, including setting the agenda;
- Engage with all current and potential members of the organisation;
- Conduct strategic planning for the organisation in regards to governance, finance and facility management;
- Ensure the planning and budgeting is carried out as per the wishes of the organisations members;
- Identify external funding opportunities (sponsorship, fundraising and grant funding);
- Reward and recognise volunteers;
- Represent the organisation as a key contact for external stakeholders (State Sporting Bodies, Logan City Council etc); and
- Ensure the organisations meets all contract obligations (Lease key performance indicators, funding agreements etc).