



## ROLE DESCRIPTION – CLUB PRESIDENT

### President

As President you will provide the vision, leadership and skills to develop the club for the benefit of all. You will run the committee and be responsible for the liaison and cooperation between club officers and sub-committees. Your management skills are vital to ensure that the club will fulfil its potential. Ideally, you'll need to be

- \* An experienced and effective manager
- \* Communicative
- \* A competent administrator
- \* Well organised

### What you will do:

- \* Form a team around you so that all the official and committee positions are filled
- \* Provide leadership to your team on all aspects of the club from training to competition, fundraising and social activities
- \* Arrange and chair management committee meetings, emergency committee meetings and special/annual general meetings
- \* Lead the creation of your club development plans
- \* Make sure the club is represented at the **scottishathletics** annual general meeting and local meetings, such as the Local Athletics Partnership
- \* Attend sub-committee meetings if they concern policy
- \* Prepare the annual general report with the support of the club secretary

### How much time will it take?

This role in most cases will take about 3 to 4 hours per week, mainly evenings.

### What you'll get out of it:

- \* A sense of teamwork
- \* The opportunity to work with a wide range of motivated and energetic club colleagues
- \* An overview of the successful deployment of club policy and practice
- \* The opportunity to learn and develop personal skills of a highly transferable nature

## Role Description – President

**JOB TITLE:** President

**RESPONSIBLE TO:** The Club Management Committee

### SKILLS REQUIRED:

- \* management and administration competence
- \* organisation
- \* communication skills

### MAIN DUTIES:

- 1) Take responsibility for managing the executive committee and the affairs of the club
- 2) Oversee and guide all decisions taken by the executive committee and sub-committees

- 3) In liaison with the Volunteer Co-ordinator, oversee the work of all officers
- 4) In conjunction with the Secretary, prepare and present the annual report
- 5) Liaise with the Secretary on the agenda for each meeting and approve the minutes before they are circulated
- 6) Be completely familiar with the constitution, club rules, committee procedures and the National Governing Body rules and regulations
- 7) Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club
- 8) Help to prepare and submit any statutory documents that are required (e.g. VAT, grant aid reports)
- 9) If unable to attend any committee meeting, a written report should be sent to the meeting and the Vice-President briefed on the agenda

**Approved by Pitreavie Management Committee January 2014**