



Position Guidelines

Position Name: President

Overall Role

Overall responsibility for the running of the Club. This role is part of the Executive Committee.

Key Duties

1. Chairs monthly committee meetings and liaises with Secretary in the development of an agenda.
2. Mentors and support all committee members and other club officials in undertaking their roles.
3. Represents the club and liaises with other external bodies as required e.g:
 - a. Football Brisbane
 - b. Local community organisations (including Consultative Committee for the Dayboro showgrounds)
 - c. Government officials (e.g. MBRC, Qld government)
4. Promotes positive participation in sport and implements strategies to ensure appropriate behaviour/code of conduct is demonstrated by club members, players and visitors.
5. Oversees club assets, including the field, clubhouse and its contents.
6. Ensures Club expenditure is appropriate and beneficial to the Club community and is done in consultation with the Executive Committee and other relevant people.
7. Ensures volunteers are supported appropriately and are treating Club assets and fellow members with respect.
8. Manages any problems or disputes which may arise in accordance with Club policies/guidelines/rules. Seeks assistance from other Committee members and volunteers as required.
9. Familiarises with policies, guidelines and rules (Club, Football Brisbane, Football QLD) (NB. These can be accessed from club records and Football Brisbane website).
10. Liaises with Secretary and Treasurer to complete an Annual Report with audited financial record for the AGM and is chairperson for this meeting.
11. Assists with the coordination and running of the Sign-on Day/Team Announcement Day/ AGM/Trophy Day/Home games and any other Club event.
12. Ensures risk management principles/strategies are in place.
13. Maintains strict confidentiality in private Club affairs.

Guidance Notes

Useful Contacts

Vice-President:	PH:
Secretary:	PH:
Treasurer:	PH:
Team Liaison Officer:	PH:

Email address: president@dayborodingoes.com.au