



# Albany Cycling Club



## JOB DESCRIPTION FORM

### Position Identification

Position Title	<b>President</b>
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### Position Relationship

Responsible to	The President is directly responsible to the Management Committee of the ACC
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### Objectives

Key Objectives of the Position	To ensure that the Management Committee acts in line with the Club's Constitution, Mission and Objectives to meet the needs of all members.
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### Key Responsibilities

#### **Legal/Constitutional**

1. Ensuring that members of the management committee are well informed of their responsibilities, individual roles and duties.
2. Ensuring that the management committee complies with the Club constitution, any other relevant statutes and in accordance with the Club's risk management policies.
3. Ensuring that all programs run by the Club are in line with the Club's fundamental mission and values.

#### **Planning and organisation**

1. Ensuring that the committee plans and budgets for the future in accordance with the wishes of members.
2. Organising the Committee to carry out and systematically review these plans to meet the needs of all members by assigning specific roles to all committee members.
3. Organising an induction meeting for the Management Committee each year.
4. Initiating and coordinating a succession plan to ensure the Management Committee and other honorary positions will be effectively filled each year.

#### **Managing and liaising**

1. Managing Committee and/or executive meetings, the AGM or any special general meeting.
2. Acting as a facilitator for club/group activities.
3. Representing and negotiating for the club at local, regional, state and national levels.

#### **Media**

1. Acting as the delegated spokesperson for the club with all media.
2. Approving media releases etc. or delegating the authority to another committee member as per Club policies.

## Key Knowledge and Skills

### Knowledge

1. Has a good working knowledge of the constitution and rules of the Club and the duties of all office holders and subcommittees.
2. Is well informed of all Club activities.
3. Is aware of the future directions and plans of the Club, can manage systematic reviews of these plans and implement effective remedies as needed.

### Skills

1. Is a supportive leader for all members of the Club.
2. Can communicate effectively and tactfully with members and can handle grievance procedures at all levels.
3. Is able to liaise and, when necessary, negotiate with the state governing body for Cycling, relevant City of Albany staff, the Department for Sport and Recreation and other agencies as required.
4. Is able to delegate effectively.

### Meetings

1. Is familiar with the rules and procedures (Standing Orders) for particular types of meeting and can allow and manage relevant debate.
2. Is unbiased and impartial on all issues or where a conflict of interest occurs declares the interest in an appropriate manner.
3. Is able to firmly and fairly avoid repetition, interruptions, deviation from the matter under discussion, and unproductive arguments.
4. Is a good listener who will be able to summarise the main points of discussion and encourage the Committee or other group to reach decisions for the benefit of members.

## Handover

I have completed a handover/induction for the role of Marshall Co-ordinator with \_\_\_\_\_ and agree to advise the new appointee on issues related to the role.

Signed..... Date.....

## Agreement

I have read and understand the requirements of the role as detailed in this job descriptions form. I will undertake the role as described to the best of my ability and accept the responsibilities and duties for the position as described on this job description form.

Signed.....Date .....