



NACSCI Job Description

Position: President

Issued: 15th April 2018

Primary Objective:

The President is primarily responsible for ensuring the club sets and meets its goals and objectives, is administered per the Club Constitution and Bi-Laws and completes all legal and compliance obligations.

Responsibilities:

The general responsibilities of the President are wide and varied and may include, but certainly not limited to the following responsibilities: -

- Chair General Meetings and maintain effective meeting in line with organisation strategy
- Represent the club at formal meetings & public functions when required
- Represent the Club during swim club meets when required

Governance:

- Key governance responsibilities include ensuring the club:
- Ensures the club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved



- Maintain financial controls to protect the cash and assets of the club, this includes volunteers handling the cash
- Ensure compliance to Swimming Australia's objectives and strategies
- Ensure the health and safety of all club participants
- Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
- All club activities are documented in operations manuals, policies and procedures

Meetings, communication and key relationships:

Running meetings and communicating to stakeholders are core responsibilities of a club President including:

- Chair all committee meetings
- Chair the annual general meeting
- Act as a spokesperson for the club and represent it locally and regionally as required
- Regularly liaise with sub committees to ensure they receive assistance and support as and when they need it
- Ensure that all sub-committees are regularly reporting to the committee.



Requirements

The President is expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings
- Undertake the role in good faith and honesty

If at any stage the President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

Essential Skills and Requirements:

- Hold or willing to apply for a current volunteer's "working with children" check
- Is well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the club
- Can oversee organizational activities
- Has a good working knowledge of the rules of the club and the duties of all office holders and subcommittees?
- Is a supportive leader for all member's?
- Able to chair committee or executive meetings.



Nepean Aquatic Centre Swim Club Inc.

- A good understanding of the sporting and competition requirements at local, regional and higher levels.
- Unbiased and impartial on all issues.

The estimated time commitment required as the President is 3-4 hours per week during swim seasons. And 2 – 4 hours per month between seasons.