

Role Description

Committee Chair

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ROLE INFORMATION	
Purpose	The role of the Committee Chair is to provide the principle leadership and responsibility for the club and the committee. The Committee Chair is primarily responsible for ensuring the club sets and meets its goals and objectives, is administered according to the Club Rules and completes all legal and compliance obligations.
Responsibilities	Primary responsibilities for the role of Committee Chair include: • To be well informed of all club activities. • Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures as well as the roles and responsibilities of all committee members. • Strong understanding of the legal and compliance obligations of running the club and ensuring that these are adhered to. • Ensuring the club has a clearly defined purpose, vision and set of values to guide decision-making, club culture and behavior. • Facilitate planning and ensure the club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved over the following year/season. • Work with the Treasurer to implement strong financial controls to protect the cash and assets of the clubs. • Ensuring the necessary policies and procedures are in place to protect the health and safety of all club participants. • Work with the Member Protection Information Officer to ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures. • Work with the committee and relevant office holders to ensure all club documentation is regularly reviewed and in line with industry standards and the club strategic direction. • Manage and Chair all committee meetings and the club annual general meeting with efficiency and effectiveness. • Regularly liaise with committee members, managers and coaches to ensure they fulfil their roles and responsibilities. • Work with the committee to ensure progress against strategic priorities by regularly reviewing club activities and operational plans. • Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the club. • Act as a signatory for the club in all legal purposes and financial purposes. • Serve as a spokesperson for the club when required.



People Management	Yes – responsible for the club committee and all members therein.
Budget Management	Yes – responsible for approving, allocating and overseeing club budgets in partnership with the Treasurer.
• This position requires a clearance/s to work with children which is an essential component of this role and therefore to continuing employment. • The ordinary working hours for the club can include duty on weekends and evenings. • The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment.	

EXPERIENCE AND CAPABILITIES	
Qualifications and Experience	• Previous experience in a leadership role in a not-for-profit, volunteer-based organisation is preferable. • Knowledge of the laws and legislation relating to non-profit organisations.
Knowledge and Skills	• Strong understanding and working knowledge of the club constitution, rules, by-laws, policies and procedures. • Strong communication and interpersonal skills, with particular emphasis on public speaking. • Strong management skills and ability to delegate and work collaboratively with committee members. • Ability to chair committee and executive meetings. • Well-developed decision-making skills. • Experience with planning and operations. • Sound financial management skills. • Receptive to change. • Dedicated club person and good role model when representing the committee.

