

The President is the principle leader of the Ignite Netball Club and has overall responsibility for the Club's administration. The President is a member of the Executive Committee and works closely with the Vice President.

The President sets the overall annual committee agenda, helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

The President is also the key liaison person between DCC and Ignite Netball Club.

### **Responsibilities and Duties**

The President should:

- Manage committee and executive meetings;
- Manage the annual general meeting;
- Represent the Club at local, regional, State and National levels;
- Represent the Club at Whitehorse Netball Association and attend regular meetings as requested;
- Act as a facilitator for Club activities – eg. Presentations;
- Ensure the planning and budgeting for the future is carried out in accordance with the Exec/Treasurer; and
- Determine Grading Committee each Season in consultation with the Executive Committee.

### **Knowledge and Skills Required**

Ideally the President is someone who:

- Can communicate effectively;
- Listens to feedback from parents/players/coaches/team managers and responds accordingly;
- Is well organised and can delegate tasks;
- Can maintain confidentiality on relevant matters;
- Is able to empathise with players and parents;
- Has a good working knowledge of the rules of the Constitution, By-Laws, Codes of Conduct, Netball and skill development; and
- Is a supportive leader for all committee and Ignite members.

### **Estimated Time Commitment Required**

The estimated time commitment required as the President of Ignite Netball Club is two hours per week.

Reviewed Date: October 2023