



President Role Statement

The President is primarily responsible for ensuring the AWTTA sets and meets its goals and objectives, is administered according to the Club Rules and completes all legal and compliance obligations.

The President will work closely with Committee Members, and other designated Coordinators and Officers, to ensure the Club is run efficiently administratively, financially and socially while always acting in the best interests of members.

The estimated time commitment required as the President is three (3) hours per week.

RESPONSIBILITIES:

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

Knowledge

- To be well informed of all Club activities, especially those of all sub-committees, officers and coordinators.
- Have a good working knowledge of the Constitution, Club rules and by-laws, policies and procedures as well as the duties of all office holders.
- Strong understanding of the legal and compliance obligations of running the Club, including TTV and TTA requirements.

Governance

- Define and document the Club culture and behaviours and continually communicate them to all members, and other participants as relevant.
- In collaboration with the Committee, ensure the Club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved.
- Oversee completion of grants applications and acquittals; convening meetings of the Grants Applications sub-committee as required.
- Oversee the implementation of strong financial controls to protect the cash and assets of the Club as well as the volunteers handling the cash.
- Ensure the Committee receive regular and accurate financial reports and budgets.
- Ensure compliance and legislative obligations are met.
- Work with the Committee, relevant Officers and Coordinators to ensure the health and safety of all Club participants.
- Ensure complaints and disputes are investigated and responded to according to Club policies and procedures.
- Monitor the regular review of role statements or terms of references for all Club positions, roles, and sub-committees.



- Ensure Club activities are documented in operations manuals, policies and procedures as appropriate.
- Ensure Committee and Sub-Committee members, and other volunteers, are trained and supported to undertake their roles successfully.

Meetings, communication and key relationships

- Set the agenda for each Committee and general meeting, including the Annual General Meeting, in conjunction with the Secretary.
- Chair all Committee meetings and the Annual General Meeting.
- Review draft Minutes of meetings prior to circulation by the Secretary.
- Present a report of Club activities to members at the Annual General Meeting.
- Act as a spokesperson for AWTTA and represent it locally, regionally and nationally as required.
- Attend TTV meetings or delegate.
- Regularly liaise with Club Officers, Coordinators and sub-committees to ensure they receive assistance and support as and when they need it.
- Ensure that Club Officers, Coordinators and sub-committees are reporting to the Committee as appropriate.
- Ensure Committee members, Officers and Coordinators fulfil their responsibilities to the Club.
- Ensure the key stakeholder relationships of the Club are maintained and nurtured.
- Disseminate relevant information from TTV, TTA and other external parties to the Committee and members as appropriate.
- In collaboration with the Committee, and relevant Officers and Coordinators, negotiate dates and arrangements for AWTTA-hosted tournaments (with TTV) and schools competitions.
- Liaise with the Facebook Site Administrator, Website Administrator and Media and Promotions Officer to ensure regular and appropriate information is communicated to members, and the community, as part of the Club's communication strategy.
- Send regular email updates to members, and other interested parties as appropriate.

As required

- Train, mentor and support the incoming President.
- Advise Secretary if position description requires revision to ensure it continues to reflect the requirements of the role.

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.



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ESSENTIAL SKILLS AND REQUIREMENTS

- Strong leadership and communication skills
- Good networking and interpersonal skills
- Strong understanding of the different Club activities, including rules of the Club and duties of various office holders and volunteer roles
- Current Working with Children Check

The President is elected at the Annual General Meeting.