Bacchus Marsh Little Athletics Centre

Position Description

Position Title:	PRESIDENT

Purpose of Position:

The role of the President is primarily to ensure that the Little Athletics Centre sets and then meets its goals and objectives, and that the Centre is administered according to the Rules (Centre Constitution or Model Rules), and the affiliation requirements with LAVIC, whilst completing all legal and compliance obligations.

Compulsory Requirements:

- Current WWCC (or exemption as serving Police Officer or Registered as a working teacher with a current VIT registration).
- As a signatory to bank accounts, have no prior convictions recorded for "financial impropriety" or be an undischarged bankrupt.
- Current Police Check (to be paid for by the Centre).
- Signed Child Safe Code of Conduct.
- Always conduct the role with honesty, integrity and in good faith.
- Always act in the best interests of the Centre.

Desirable Attributes:

- Be a person who can develop good relationships internally and externally.
- Be forward thinking and committed to meeting the overall goals of the Centre.
- Be well informed of the Centre's activities and be able to provide oversight.
- Be prepared to gain a good understanding of the Centre's Constitution/Model Rules, LAVic Policies and Procedures and duties of Office Bearers.
- Be able to work collaboratively with other Committee members.
- Be a good listener and attuned to the interests of members and other interest groups.
- Be a good role model and a positive image for the Centre when representing the Committee in other forums (e.g., Region delegate meetings etc.)
- Be a competent public speaker.

Specific duties include but are not limited to:

- Chairing Centre Committee meetings ensuring that they are run efficiently and effectively.
- Acting as a signatory for the Centre when required for legal purposes and financial purposes.
- Regularly focusing the Committee's attention on matters of Centre governance that relate to its own structure, role, and relationship to members and to LAVIC.
- Periodically consulting with Committee members on their role, to see how they are going and help them to optimise their contribution.
- Working with the Centre Secretary to ensure committee meeting agendas are set and reports are collated and distributed in advance of committee meetings.
- Working with the Treasurer to ensure that the Centre's finances are managed effectively.
- Work with the Committee to ensure:

    1. The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required.
    2. Goalsetting and relevant strategic and business plans are developed in order to achieve the goals of the Centre.
    3. Centre policies and rules are reviewed regularly and updated as required.

- Review and approve draft minutes in a timely manner prior to the Secretary distributing the minutes to the Committee.
- Serve as a spokesperson for the Centre when required.
- Communicate regularly and systematically with the Presidents of other Centres, the Region and/or LAVIC.
- Assist in the development of partnerships with sponsors, funding agencies, local government, shared facility users and other organisations that are relevant to the goals of the Centre.
- In accordance with the Centre's Constitution/Model Rules, Chair the Annual General Meeting and General Meeting of Members to ensure that they are run efficiently and effectively and in accordance with the Centre's Constitution/Model Rules.
- At the end of their term a key activity of the President will be to review and revise their position description to ensure that it continues to reflect the requirements of the role and provide it to the Secretary prior to the Annual General Meeting.