



President

Executive Committee Position

Reports to
Committee

Executive Committee/General

Special Skills Required

- Good working knowledge of the club, rules, policies, constitution, etc
- Understanding of league operations
- Proactive attitude & Ability to delegate
- Experience in leadership role
- Diligent
- Good listener, mediation and people skills
- Ability to negotiate successfully between members
- Well developed decision making skills
- Experience with planning operations
- Ability to manage people and lead meetings
- Daily access to Email - computer literate

Duties

- Facilitate planning & ensure that short & long term objectives are identified & accomplished
- Provide guidance and leadership
- Chair and manage executive, general & annual general committee meetings
- Keep others informed of club issues and events via executive/general committee meetings
- Ensure proper delegation and ownership/execution of tasks for all committee members
- Manage and resolve specific issues that may arise between club members
- Ensure smooth running of the club and that club philosophy & policies are in place & complied with
- Examine alleged breaches of the clubs code of conduct and determine consequences in consultation with the Executive members
- Oversee the sound financial management of club funds
- Represent the club in public, act as club spokesperson in all communications, sole contact for liaison with outside media
- Attend all meetings, as called for the BJFC, SEJ, Beaconsfield Senior Football Club
- Convene executive committee meetings as considered necessary
- Establish & maintain cordial relationships with local council, authorities & businesses

- Liaise with the senior club to promote a sound working relationship
- Maintain a community/family focus and club culture
- Fulfil position of “Senior Vice President” at Beaconsfield Senior Football Club
- Keep members informed by sending regular items for inclusion in the Newsletter / website