



# NCCC President role description



**Title** - President

**Reports to** – members of the N&CCC

**Position Statement** - Organise and facilitate the overall running of the N&CCC. Responsible for representing the views of the members of the club. The President sets the overall committee agenda (consistent with the views of the members) and directs the committee to prioritise goals and work towards those goals within an overall strategic framework outlined by the club’s Statement of Purposes and Rules (constitution).

**Strategic Relationships** – Club members and stakeholders, governing body officials

**Key Working Documents** –

- Club Statement of Purpose, Constitution, rules, by laws and policies.
- Club strategic plan.
- Rules and constitution of the Geelong Cricket Association.

**Job Tasks**

- Manage the club’s committee and/or executive meetings.
- Manage the AGM.
- Represent the views of the members of the club with all stakeholders.
- Act as a facilitator for club activities.
- Ensure the planning and budgeting of the club is carried out in accordance with the wishes of the members.
- Represent the club in governing body administration matters and local government discussions and planning.
- Act as the senior club delegate and spokesman to governing bodies and media outlets.

**Equipment and Resources** -

**Knowledge and Skills required** –

- Communicates effectively.
- Is organised and can delegate tasks when required.
- Remains informed on all club activities and is aware of the future directions and plans of members.
- Has a good working knowledge of the club’s constitution, rules and duties of all office bearers and sub committees.
- Can maintain confidentiality on relevant matters.
- Is a supportive leader for all organisational matters.

**Attendance Requirement**

- Committee, executive and planning meetings of the club.
- As the senior club delegate and spokesman to governing bodies

**Remuneration** – reimbursement of expenses/honorarium

Signed ----- date -----

Signed ----- date -----

The role is a one year appointment as elected at the AGM.