**[Club Name]**

position description – club PRESIDENT (CHAIR)

*Pony Club is committed to protecting Children from harm. We require all applicants that will work with Children to undergo an extensive screening process prior to appointment.*

# REPORTS TO

* Club Stakeholders
* Club Committee

# PURPOSE

The President (Chair) is primarily responsible to ensure the club sets and meets its goals and objectives, is administered according to the club constitution, and oversees the completion of all legal and compliance obligations.

# Role REsponsibilties

The President (Chair) provides strong, efficient, and effective leadership for the Club.

The general responsibilities of the President (Chair) are wide and varied and may include, but certainly not limited to the following responsibilities.

## Knowledge

To successfully undertake the role of President (Chair) the roles require the person:

* To be well informed of all club activities, especially those of all sub committees
* 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

## Governance

Key governance responsibilities include ensuring the club:

* Defines and documents its club culture and behaviours and continually promotes these to members, coaches, supporters, and volunteers.
* Oversees that the club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved.
* Works with the Treasurer and committee to implement strong financial controls to protect the cash and assets of the clubs as well as the volunteers handling the cash.
* Oversees that the committee receives regular and accurate financial reporting, budgets, and cash flow projections.
* Oversees that compliance and legislative obligations are met.
* Oversees the health and safety of all club participants.
* Oversees that all complaints and disputes are immediately investigated and responded to according to club policies and procedures.
* Ensures all club positions, roles and sub committees have regularly reviewed position descriptions or terms of references.
* Oversees that club activities are documented in operations manuals, policies, and procedures.
* Ensures volunteers are trained and supported throughout the year to undertake their roles successfully.

## Meetings, communication and key relationships

Running meetings and communicating to stakeholders are core responsibilities of a club President (Chair) including:

* Sets the agenda in conjunction with the secretary for each committee and general meeting, including the club’s annual general meeting.
* Chair committee meetings and the club Annual General Meeting.
* Act as a spokesperson for the club and represent it locally, regionally and nationally as required.
* Regularly liaise with sub committees or position holders in the club to ensure they receive assistance and support as and when they need it.
* Oversees that all sub-committees are regularly reporting to the committee.
* Oversees that committee members, team manager and coaches fulfill their responsibilities.
* Oversees that the key stakeholder relationships of the club are maintained and nurtured.

## OTHER DUTIES

* Report activities to the membership at the Annual General Meeting.
* Assist other committee members in their duties as required.

# CODE OF CONDUCT

The President (Chair) agrees to:

* Keep their comments to matters before the committee.
* Attend meetings and be punctual.
* Undertake review of documents prior to meetings, within timeframes requested.
* Act in the best interests of the Club, and not bring the Club into disrepute.
* Exercise appropriate care and diligence.
* Not make false statements or falsify records.
* Act appropriately to not gain advantage for themselves or others.
* Not make offensive statements or comments or behave improperly.
* Ensure as the Chairperson that all opinions are heard equally and respectful.
* Declare any potential conflicts of interest and stand aside from discussions and voting on such matters deemed to be a conflict of interest.
* Keep all matters in confidence and not disclose any matters of sensitive business to the public, members of staff or other associates of the Club.

# conflict of interest

If at any stage the President (Chair) becomes aware of a personal conflict of interest, real or perceived, they should immediately notify the Club Committee, where it will be noted and managed as required for transparent management.

# End of year hand over

## Updating key documents

At the end of each year a key activity of the President (Chair) will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated position description must be provided to the club secretary prior to the Annual General Meeting each year.

## Induction of the incoming President

An important responsibility of outgoing President (Chair) is to train, mentor and support the incoming President.

# EDUCATION & SKILLS

## REQUIRED:

* Must be a current member of Pony Club.
* Must have a working with children check registered on the Association database and registered with the organisation as required.
* Must have completed and registered on the Association database the following courses:
  + Safeguarding Children and Young People in Sport Induction
  + National Integrity Framework
  + Anti-Doping Fundamentals
  + Annual Update

## DESIRED:

* A sound understanding of the strategic direction of the organisation from National to Zone level and a commitment to strategic management for the club.
* An understanding of the long-term needs of the club
* A sound understanding of the rules, policies, procedure and requirements of the organisation from National to Club level.
* Has a good working knowledge of the rules of the club (Rules of Incorporation) and the duties of all office holders and subcommittees.
* An understanding of the needs around member recruitment and development pathways.
* Good communication skills to effectively engage all members and external stakeholders.
* Can oversee organisational activities and empower people to undertake their roles.
* Be prepared to undertake education as directed or recommended.
* An ability to be a supportive leader for all members.
* An ability to effectively chair committee or executive meetings.
* An ability to remain unbiased and impartial on all issues.

# TIME COMMITMENT

The estimated time commitment required as the President (Chair) is XX hours per week.

# Terms of Engagement (check your club consitution!)

One year – position up for re-election at club Annual General Meeting.  Tenure is unlimited.

*(Note: Good governance would suggest a longer term such as 2 years and limited tenure to promote succession planning, a change like this would require a change to the club constitution.)*

# Remuneration

This position is undertaken on a voluntary basis.

# Agreement

I, ………………………………………………………………………….., herby agree to accept and undertake the position as outlined above and abide by all Club policies and procedures.

Signed: Date:

Signed: (Committee Member) Date: