



Burleigh Bears Junior Rugby League Club

Position Description

Position Title:	President	Category:	Executive Committee
Position Description			
<p>The President is the principle leader of the BBJRL club and has overall responsibility for the club's management and administration. The president is required to be an effective communicator and hold sound leadership skills.</p> <p>The president should have reasonable experience in Rugby League and have knowledge and understanding of current rules and constitutions across RLG, SEQ, QRL and NRL.</p> <p>The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework.</p> <p>The President should have understandings of all club operations and experience with planning operations. Have experience in leadership, decision making and negotiation skills.</p> <p>The President should ensure that all members are provided with a safe and enjoyable environment, that players are given highest level of coaching and development growth.</p>			
Responsible To			
<p>The President is elected by the club's members and responsible for representing the views of the members.</p>			
Responsibilities and Duties			
<ul style="list-style-type: none"> • Be fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of others involved in the Club. • Be unbiased and impartial, give clear direction and set an example for others to follow. • Be an effective Chairperson, encourage focused discussion and have sound knowledge of debating and meeting procedures. • Represent the Club at a local and district level in a positive and professional manner. • Keep informed of all Club activities and be aware of future planning initiatives. • Ensure the list of responsibilities delegated to the Club Committee and various office bearers are widely communicated, understood and agreed. • Ensure Club rules, constitution and by-laws are respected and observed by everyone. • Encourage players and officials to abide by the Rugby League Gold Coast and SEQ Rules, Regulations and Codes of Conduct. • Ensure Club financial management and budgeting remains on target and is achieved. • Lead development and maintain an overview of the Club's strategic planning initiatives. 			

- Ensure at all times the management of the Club remains open, positive, progressive and the objects and aims of the Club are respected and observed.
- Be prepared to make difficult decisions on behalf of the Club if necessary and insist on all members respecting and abiding by the Club's discipline provision.
- Setting the agenda for each committee and general meeting, including the clubs annual general meeting.
- Chair all committee meetings, including Annual General Meeting.
- Act as a spokesperson for the club and represent it locally, regionally and nationally as required.
- Regularly liaise with sub committees to ensure they receive assistance and support as and when they need it.
- Ensure that all sub-committees are regularly reporting to the committee.
- Ensure committee members, team manager and coaches fulfil their responsibilities to the club.
- Ensure the key stakeholder relationships of the club are maintained and nurture
- Attend RLGK monthly meetings.
- Act as a facilitator for club activities.
- Keep up to date with Government Grants – apply for Grants where applicable.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

Time Commitment Required & Period of Appointment

The estimated time commitment required as the President is 25 hours per week.

This may increase for home game and decrease during the off season.

The President is appointed for a 2 year period.