**Template Instruction**

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| This resource will support the development of a President/Chairperson Position Description for your organisation.It may be used in conjunction with Volunteer Management Plan and other position descriptions within the organisation. Ideally, this resource should be completed and reviewed annually. |

**1.** **Add Club Name** - click on text box, located in top left corner, to enter the name of your Organisation.

**2.** **Add Club Logo** - click in centre of illustration box, located top right on page. A “Pop Up box” will appear allowing you to insert your LOGO via two options – either navigate to a computer file or copy from the Internet.

**3.** **Tailor document to meet your needs.** While example text is provided, reflecting best practice, any *red Italicised* text can be changed to meet organisational needs.

**4.** **Date fields** – (if applicable) click on the date field and select date.

**NOTE:** If desired background colours may be applied. Click on document page, under Design menu bar select page colour. A page boarder may also be added to enhance document presentation and/or for adding club colours to standardise your documents.



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<https://www.npsr.qld.gov.au/legal/disclaimer.html>

Recommended Resource Links

National Parks, Sport and Racing offer a range of free on-line or “Face to Face” training sessions to enhance your volunteer experience

Face to Face Workshops - <https://www.qld.gov.au/recreation/sports/volunteers-coaches/workshops>

Online Courses & Library - <https://www.npsr.qld.gov.au/industry-information/clubs/resources/>

 To access – HOLD CTRL key and click on link

**TO DELETE COVER PAGE “TEMPLATE INSTRUCTION”**

1. Click on insert tab at the top.

2. Click ‘Cover Page’ at the left

3. Click “REMOVE CURRENT COVER”

Click or tap here to enter text.

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**PRESIDENT / CHAIRPERSON - Position Description**

 Click or tap to enter a date.

Position Purpose

*The President/Chairperson is the principle leader of the club/group and is responsible for overseeing and providing leadership in the governance and management of the organisation. The President leads the management committee in the general operations and administration of the organisation to ensure it achieves its strategic goals.*

*The President sets the overall annual committee plan, assists the committee to prioritise its goals and keeps the committee focused by working within the overall management framework. At the operational level, the major function of the President is to facilitate effective meetings and organisational activities.*

Objective

*To direct and support paid staff and volunteers with positive decision-making to achieve the best beneficial outcomes for the growth and development of the organisation.*

Key Duties

* *Ensure the organisation is working towards the mission and vision of the strategic plan and core principles of the organisation;*
* *Maintain an effective, positive, modern, forward-thinking outlook to motivate the executive committee to the growth and development of the organisation through implemented policies and procedures, the constitution and modern governance;*
* *As the leader, represent the organisation in an appropriate professional and positive manner in the respective situation;*
* *Ensure that planning and budgeting is carried out in accordance with the member’s wishes;*
* *Be unbiased and impartial, give clear directions and set an example for others to follow;*
* *Ensure a high standard of volunteer management and that the management are performing their duties in accordance with the constitution;*
* *Manage and co-ordinate the club/group’s activities of the management committee;*
* *Be fully informed/aware of the club/group current and future activities and be supportive throughout the events*.

Reports To

* *Management Team*
* *Executive Committee*
* *Finance Committee*

Knowledge & Experience

* *Provide leadership, motivation and organisation direction/focus;*
* *Sound communication, listening and mediation, as well as oral communication, interpersonal and effective management skills;*
* *Experience to undertake a leadership role in a not-for-profit, volunteer-based organisation, including a good understanding of financial statements, administration needs and the ability to speak in public;*
* *Sound financial skills;*
* *Knowledge of the legal requirements of the organisation, current issues and the constitution overall and that the requirements are met;*
* *Thorough knowledge of the laws and legislation relating to the non-profit organisations;*
* *Strategic and forward thinking;*
* *Transparent, professional and accountable;*
* *Sound knowledge of meeting and debating procedures;*
* *Good listening skills and project management skills.*

Desirable Attributes

* *Good Organisational, Delegation and Communication Skills*
* *Has financial literacy and expertise*
* *Ability to maintain accurate records*
* *Honest/Trustworthy*
* *Computer Skills*

Resources

* If appropriate, an electronic financial management systems such as MYOB/Quicken Books;
* Accounting Record Book (if not using electronic)
* Receipt Books
* Invoice Books
* Cheque Books
* Bank deposit Bank
* Computer
* Club Stamps
* Calculator
* Prepaid envelopes.