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| **DOCUMENT TITLE** | Role Description – Club President |
| **LAST UPDATED** | October 2022 |
| **PURPOSE** | Articulate the roles, responsibilities, skills required to fulfill the role of Club President, and outline terms and conditions. |
| **HOW TO USE** | Use this template when preparing a role description.Adapt to meet your organization’s specific needs. |
| **ADDITIONAL NOTES / CONSIDERATIONS**This document has been designed as a template for the job description of “Club President” – applicable to a club, association, or other not-for-profit organization in British Columbia. It is recommended to be modified as desired by the organization and Board, but also be updated as the as the laws and regulations of the B.C. Society Act evolve. It is important to note that even if the Board lawfully delegates responsibility for a decision to the Club President, the accountability the Board assumes can never be delegated. The Board is ultimately responsible for all its decisions (made collectively, or as a single individual on the Board), thus including those made through delegation. Considering this, the Board would be prudent to ensure that any Committee has the appropriate experience, delegations, and reporting lines. This document does not constitute legal advice and should not be relied upon as such. Expert counsel is recommended if there are any issues requiring clarification. |
| *Remove this table from the document before revising and issuing for your organization.* |

# Club President – Job Description

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| Job Purpose | The President is responsible for providing significant leadership and responsibility for the club and its committees. The President is accountable for ensuring that the club establishes and achieves its goals and objectives, is governed in accordance with the club’s rules, and fulfils all legal and compliance duties. |
| Job Responsibilities | The primary tasks of a President are as follows:* Be knowledgeable about all club activities.
* Know the club's constitution, by-laws, policies, and processes, as well as the roles and responsibilities of every committee, board member, and staff.
* Provide leadership within the Board by ensuring the Board is organized properly and functions effectively, including chairing meetings.
* Know the club's legal and compliance obligations.
* Ensure the club has a mission, vision, and set of values that influence decision-making, club culture, and behaviour.
* Lead the Board in communicating and managing the (Executive Director), including acting as a sounding board, providing advice, monitoring and evaluating performance, and supporting where appropriate.
* Facilitate planning and ensure that the club has well-defined goals and objectives, as well as documented strategies and execution plans.
* Work with the Treasurer to develop robust financial controls to safeguard the clubs' finances and assets.
* Ensure that policies and procedures essential to the health and safety of all club members are in place.
* Ensure that all complaints and disputes are investigated and resolved in accordance with club policies and procedures.
* Work with the board and staff to ensure that all club documentation is reviewed periodically and conforms to industry standards and the club's strategic direction.
* Effectively manage and preside over all board meetings and the club's annual general meeting.
* Regularly communicate with board members to ensure they are carrying out their duties.
* Communicate with staff, coaches, and members as appropriate.
* Review club activities and operational strategies on a regular basis with the board to ensure progress against strategic targets.
* Assist in the creation of collaborations with appropriate sponsors, funding agencies, shared facility users, and organizations important to the club's objectives.
* Serve as the Club's signatory for legal and financial transactions.
* Serve as a Club spokesperson as necessary.
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| Appointment & Tenure | The president is appointed for a period of **<XX>** years with the option to stand for **<XX>** further term/s. |
| Time Commitment | An estimated commitment of **<XX>** days per month plus attendance at least **<XX>** weekends a year.  |
| Conflict of Interest | The president should be free of material conflicts of interest and disclose any matters that could compromise their ability to perform as a director. |
| Personal Abilities & Skills | The president should ideally have the following abilities:* Committed to making a difference in the club.
* Receptive to change.
* Capable of providing informed viewpoint during group discussions at board meetings.
* Rationally consider opposing ideas and viewpoints.
* Strong interpersonal and communication abilities.
* Maintain confidentiality.
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| Qualifications and Experience | * Experience in a volunteer leadership position with a non-profit organization is preferred.
* A familiarity with the laws and regulations governing non-profit organizations.
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| Knowledge and Skills | * Excellent knowledge and working familiarity with the club's constitution, bylaws, policies, and procedures.
* Strong interpersonal and communication skills, comfortable with public speaking.
* Effective managerial abilities and the capacity to delegate and collaborate with board members.
* Capability to preside over executive, board and general meetings.
* Good decision-making abilities.
* Experience of planning and operations.
* Sound financial management skills.
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| Safeguarding | The successful candidate for this role will be subject to an Enhanced Criminal Record(E-PIC) Check prior to appointment. |