

# **PORT ADELAIDE CYCLING CLUB**

## **ROLE STATEMENT**

### **PRESIDENT**

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The President is elected by the membership of the Club at the Annual General Meeting and is the principal leader of the club with overall responsibility for the Club's administration. The President is responsible to all Club members.

The President ensures that the club sets and meets its goals and objectives, is administered according to the Club rules and policies and completes all legal and compliance obligations.

The general responsibilities of the President are wide and varied and may include, but is not limited to the following responsibilities.

#### **Governance**

- Provides leadership to the Club, its Committee and its Members.
- Defines the club culture and behaviours and continually communicates them to members, riders, coaches, supporters and volunteers.
- Ensures, in partnership with the Committee, that the Club's objectives, missions and goals are being followed.
- Ensures that the Club has clearly defined goals and objectives and documents strategies and implementation plans on how they will be achieved.
- Ensures that the Club operates in an ethically, environmentally, and socially responsible fashion.

#### **Finance**

- With the Treasurer, ensures the Club's financial control procedures are adequate and that risk management strategies are in place.
- Acts as co-signatory on the Club's bank accounts.
- Reviews the Club's budget with the Treasurer.

#### **Meetings**

- With the Secretary, prepares the agenda in advance of meetings.
- Chairs Committee meetings according to Committee Meeting procedures.
- Rules on issues of meeting procedure not covered by the procedures.
- Reports to the Annual General Meeting on the status of the Club.
- Chairs Annual General Meetings according to the procedures.

#### **Administrative and Management**

- Oversees the management of the business of the Committee.
- Prepares and/or signs formal Club Correspondence.

- Assigns administrative duties to Committee members and volunteers.
- Carries out administrative duties as assigned.
- Manages the succession of the position of President.

## **Media / Promotion**

- Contributes to the Club's social media / newsletter / website.
- Serves as spokesperson for the Club as appropriate.
- Promotes the Club in the community as opportunities arise.
- Works with Cycling Australia, Mountain Bike Australia and Cycling South Australia as an advocate for the Club, its activities and its members.

## **Essential Skills and Requirements**

- Holds (or acquires immediately after election to the Committee) a current "Working with Children" police check.
- Effective Communication skills.
- Remains well informed of the club, its functions and activities.
- Is aware of the future direction and plans of the Club and Committee.
- Has a good working knowledge of the rules of the club, the duties of committee members and sub-committees.
- Is a supportive leader for all members and the broader cycling community.
- Able to chair committee meetings.
- A good understanding of the sporting and competition requirements at local, regional and higher levels.
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated to the Port Adelaide Cycling Club.

## **End of Term Handover**

The President will ensure that any operating / procedure documents are created and maintained throughout their term.

The President will review and revise their Role Statement to ensure it continues to reflect the requirements of the role.

The updated operating / procedure documents and Role Statement will be provided to the club Secretary prior to the Annual General Meeting each year.

The President will also train, mentor and support the incoming President in the initial stages of their appointment to the role.

## **Commitment**

The President will attend monthly Committee meetings as arranged by the Committee. If the President is unable to attend a meeting, apologies will be forwarded to the Secretary as soon as practical, but prior to commencement of the meeting.

The President would also be expected to undertake other duties as identified in the Role Statement for a General Committee Member.