

## **JOB DESCRIPTION – PRESIDENT**

The President is the principle leader of Matamata Swifts AFC and has overall responsibility for Matamata Swifts AFC's administration.

The President sets the overall annual committee agenda (consistent with the views of members), helps the management committee prioritise its goals and then keeps the management committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective management committee meetings and oversee completion of the annual plan.

### *Responsible To*

The President is elected at the Annual General Meeting by the financial members of Matamata Swifts AFC and is responsible for representing the views of the members.

### *Responsibilities and Duties*

The President should:

- Manage committee and/or executive meetings.
- Manage the Annual General Meeting.
- Present the Annual Report at the Annual General Meeting.
- Represent the club at local, regional and national levels.
- Act as a facilitator for club activities.
- Ensure the planning and budgeting for the future is carried out in accordance with best practice and in the best interests of the club.
- Reinforce Matamata Swifts AFC's core purpose and values in their practice.

### *Knowledge and Skills Required*

Ideally the President is someone who:

- Can communicate effectively.
- Is well informed of all organisation activities.
- Is aware of the future directions and plans of members.
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.
- Is a supportive leader for all members of Matamata Swifts AFC.
- Can maintain confidentiality on relevant matters.

### *Period of Appointment*

The President is appointed for a term of one year.