

VOLUNTEER JOB DESCRIPTION



Western Cougars Gridiron Club

Job Title:	President
Responsibilities:	<ul style="list-style-type: none">➤ Be the principal leader of the club and have overall responsibility for the club's administration➤ Set the overall annual committee agenda (consistent with the views of members)➤ Help the committee prioritise its goals and keep the committee on track by working within the overall framework
Activities and Tasks:	<ul style="list-style-type: none">➤ Be well informed of all club activities➤ Develop, with other committee members, a strategy for the future directions and plans of the club and its membership➤ Facilitate the effective management of committee meetings➤ Act as a signatory to the club's bank accounts and cheques➤ Manage the Annual General Meeting (AGM)➤ Represent the club at local, regional, state and national levels➤ Be a supportive leader for all club members➤ Act as a facilitator for club activities➤ Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members
Skills or Qualities Required:	<ul style="list-style-type: none">➤ Fair and decisive➤ Reliable➤ Committed➤ Trustworthy➤ Good organisation and communication skills➤ Effective negotiator➤ Good listener

**Requirements of
the Role:**

- Obtain “Blue Card” from Child Safety Commission
- Access to Mobile Phone
- Computer and email access
- No previous criminal convictions
- Available to attend Gridiron Queensland League Delegate Meetings
- Obtain a good working knowledge of the constitution, rules and the duties of all office bearers and subcommittees