

JOB DESCRIPTION

PRESIDENT

The President is the principal leader of the Berri Tennis Club and takes responsibility for the overarching administration of the Club.

The President sets the committee agenda in consultation with members. A major function of the role is to facilitate effective and productive committee meetings which result in responsible management of the Club.

Responsible to: The President is elected by and responsible to the members of the Berri Tennis Club.

Role Requirements: Understanding of tennis sporting structure in the Riverland (clubs and association roles). Knowledge of meeting procedure. Knowledge, understanding and upholding of club constitution. Organisational knowledge of club finances and expenditures. Effective interpersonal communication skills. Time management skills. Ability to delegate. Observe confidentiality when required.

Responsibilities:

- Representation of Berri Tennis Club members at local, regional, state and national levels.
- Management of committee and executive meetings including the Annual General Meeting.
- Requesting agenda items for discussion.
- Facilitator of club activities.
- Management of club contracts.
- Ensure all committee members are familiar with their responsibilities under the Associations Incorporation Act 1985 and carry out their roles appropriately.
- Facilitate planning, budgeting and implementation of the Berri Tennis Club Business Plan in consultation with members.
- Provide positive support to committee members and office bearers.
- Manage complaints.
- Oversee risk assessment plan and necessary actions.
- Ensure insurance liabilities are managed and covered.
- Oversee sub-committees, offer support and seek regular reports of activities.
- Media and promotional representation.