ONSLOW JUNIOR FOOTBALL CLUB
CLUB PRESIDENT
JOB DESCRIPTION

The Club President is elected annually at the OJFC AGM, is an officer of the Club and a member of the Committee.

Duties include:

- To regularly attend committee and general meetings
- To organise the monthly committee meeting agenda
- To present a brief pre-circulated written report to all regular committee meetings
- To help organise the end of season prizegiving, including presenting on the day
- To compile and present the annual report at the AGM
- To call committee meetings as appropriate (in addition to scheduled meetings)
- To recommend (to the committee) the convenors of any sub committees (if any)
- To liaise with Capital Football and attend relevant meetings if and when required
- To carry out those functions as required by the OJFC Constitution
- To carry out those duties and tasks as from time to time are requested by the Committee.
- To ensure all policies and procedures are in place, and up-to-date.
- To manage the relationship with Wellington Football Academy, who supply coaching support and development to the Club.
- To be the motivator and leader of the club in accordance with OJFC's objectives, prevailing strategies and vision
- To encourage the committee's role in strategic planning
- To regularly communicate with officers and committee members to ensure a dedicated and team collegial approach to the Club's operations
- To guide and mediate committee actions with respect to organisational priorities and governance concerns
- To encourage an appropriate positive image for the Club and if appropriate to act as the Club's spokesperson

Skills:

- Can communicate effectively.
- Has experience / skills in leading and managing teams
- Is well organised.
- Can manage conflict

Estimated Time Commitment Required:

- The estimated time commitment required as the President of OJFC varies during the season – 5 to 7 hours per week in March / April / Sept / October, 1-2 hours per week all other months.

The President is appointed for a 12 month period.