



Volunteer Job Description

Position	Onslow Junior Football Club - President
Main Purpose of Role	The President is both the ambassador for the Club and oversees the good governance and administration of the Executive Committee (EC). The President is primarily responsible for ensuring the Club sets and meets its strategic goals and objectives, is administered according to the Club rules and completes all legal and compliance obligations. Leads the administration and governance functions to review policy and runs a programme of work to celebrate, support and fund the Club.
Duties Include	Governance and compliance • Ensure the Club complies with the Incorporated Societies Act 2022 and maintains good standing with the Registrar. • Lead the annual review and implementation of the Club's Constitution, including amendments and member consultation required • Responsible for the regular review and approval of Club policies and in collaboration with the EC, Operational Committee and relevant subcommittees. • Support the Compliance Officer and Treasurer in maintaining accurate records, including committee registers, meeting minutes, and governance documentation. • Monitor the health of the Club and report back at least annually to the wider membership on overall well-being, both financially and strategically.

- All members of the EC are ultimately responsible for the club's financial status and should regularly review financial reports.
- Ensure that planning and budgeting for the future are conducted in accordance with the wishes of the members.
- Regular review of the Committee actions' register

Strategic leadership

- Guides the implementation of the OJFC Strategic Plan and supports committee goals/priorities.
- Write reports for EC meetings and work with the Compliance Officer to establish Agenda for dissemination to EC no later than one week in advance.
- Chair EC meetings and guide strategic planning discussions requiring wider volunteer support
- Oversee progress of the Club against the strategic objectives.
- With EC, established the year's priorities and budget.
- Ensures annual planning and budgeting for the future is carried out.
- Ensure the EC and OC work cohesively to deliver on Club objectives.
- Delegate responsibilities to other committee members and sub-committees, holding them accountable for tasks such as fundraising, sponsorships, policy review or events.
- Be an escalation point for complaints and disputes of process
- Lead Sponsorship initiatives for the club

Ambassadorial and event duties

- Represent the Club at community events including pre-season festivals, the beginning and end of First Kicks, prize giving and any external meetings with stakeholders as deemed appropriate by the EC.
- Act as a spokesperson for the Club, promoting its values, achievements, and initiatives.
- Build and maintain relationships with local schools, sponsors, and partner organisations.
- Head the Events subcommittee as appropriate and keep track of the work of others.

	• Prepare copy for club communications as appropriate, e.g. “Welcome to the Season”, “Thank you for the season” etc Policy oversight • Lead the annual policy review cycle, ensuring all policies are current, relevant, and aligned with best practice. • Facilitate consultation with committee members, grade coordinators, and if necessary wider volunteers on proposed policy changes. • Ensure policies reflect the Club’s commitment to inclusion, safety, and development across all levels and across all grades. • Establish sub committees to develop needed new policy if required. Volunteer and committee support • Support committee members and volunteers in fulfilling their roles effectively. • Encourage a positive, respectful, and inclusive culture across the Club. • Uphold and support the Club Captain to uphold The Onslow Way and RISE values. This role is not to manage the operational affairs of the Club
Skills and Attributes	Governance expertise or committee experience helpful Excellent communication and leadership skills. Ability to build consensus and manage diverse stakeholder interests. Commitment to youth development, community engagement, and volunteerism. Requires a good working knowledge of the constitution, rules and the duties of all office holders and any subcommittees. Ability to follow the new legislation and support the Compliance Officer and Treasurer in the proper running of meetings and responsibilities under the Incorporated Societies Act 2022 Uphold and promote the Onslow Way Run a work programme to review and develop Club policies on an annual basis.

	Steering strategic direction - prioritising goals and overseeing delivery of outcomes
Committee Role	Executive Committee Operational Committee
Delegated Financial Authority	Yes
Length of Appointment	12 months (AGM - AGM)