



East Torrens Baseball Club

Version: 1.0

Effective Date: June 2022

Position Description

President

Version Control and Change History

High level summary of change to the document

Version	Date from	Review Date	Amendment
1.0	June 2022		

1. Purpose

The role of the President is to provide the principle leadership and responsibility for the club and the committee. The President is primarily responsible for ensuring the club sets and meets its goals and objectives and is administered according to the Club Rules and completes all legal and compliance obligations.

2. Reports

The President reports directly to the Members of the East Torrens Baseball Club

2.1 Direct Reports

- Vice President
- Secretary
- Treasurer
- Operations Manager
- Registrations and Memberships Manager
- Diversity, Equity and Inclusion Coordinator
- Strategic and Planning Coordinator

3. Key Responsibilities

Primary responsibilities for the role of President include:

- To be well informed of all club activities.
- Have a good working knowledge of the club constitution, rules, by-laws, policies, and procedures as well as the roles and responsibilities of all committee members.
- Strong understanding of the legal and compliance obligations of running the club and ensuring that these are adhered to.



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- Ensuring the club has a clearly defined purpose, vision and set of values to guide decision-making, club culture and behaviour.
- Facilitate planning and ensure the club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved over the following year/season.
- Work with the Treasurer to implement strong financial controls to protect the financial position and assets of the clubs.
- Ensuring the necessary policies and procedures are in place to protect the health and safety of all club participants.
- Work with the Member Protection Officer to ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures.
- Work with the committee to ensure all club documentation is regularly reviewed and updated as required.
- Manage and chair all committee meetings and the club annual general meeting.
- Regularly liaise with committee members to ensure they fulfil their roles and responsibilities.
- Work with the committee to ensure progress against strategic priorities by regularly reviewing club activities and operational plans.
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the club.
- Act as a signatory for the Club in all legal purposes and financial purposes.
- Attend Baseball SA meetings and report back to the Committee as required.
- Serve as a spokesperson for the Club when required.

4. Desirable Skills and Knowledge

- Strong communication and interpersonal skills, with particular emphasis on public speaking.
- Strong management skills and ability to work collaboratively with members.
- Ability to chair committee meetings.
- Well-developed decision-making skills.
- Experience with planning and operations.
- Sound financial management skills.
- Dedicated club person and good role model when representing the committee.