

PROCEDURE OUFC- PD 001

Club President

1 PURPOSE

The purpose of this Position Description is to control the documents and define roles and responsibilities regarding the position of President of OUFC.

2 SCOPE

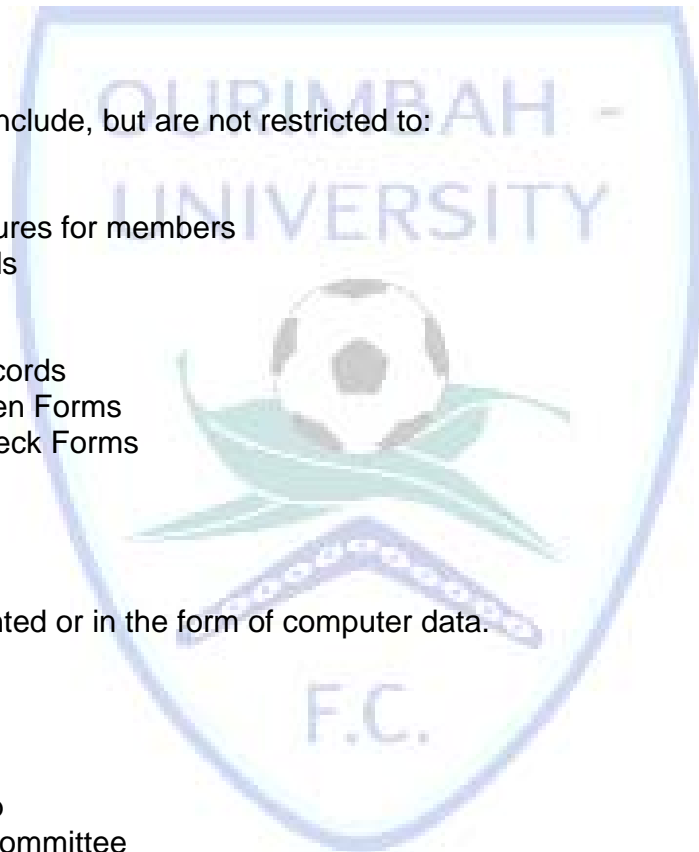
Controlled documents include, but are not restricted to:

- Registration Forms
- Registration procedures for members
- Membership Records
- Grading Forms
- Nomination Forms
- Players Caution Records
- Working with Children Forms
- Criminal Record Check Forms
- Coaching Manuals
- Manager Manuals
- Sponsorship Forms

Documents may be printed or in the form of computer data.

3 REFERENCES

Club Constitution
OUFC 001 Membership
OUFC 002 Executive Committee
OUFC 003 Football Committee
OUFC 004 General Operations
PD 002 Vice President
PD 003 Secretary
PD 004 Treasurer
PD 005 Director of Football



4 RESPONSIBILITY

President	<p>The President's first responsibility is to ensure that the Club has clearly established goals, objectives and strategies for achieving them; that they are appropriate in the circumstances and that they are understood by all the Committee members.</p> <p>Overall responsibility to actively encourage the club members to adhere to and follow the constitution and Policy and Procedures. To review and approve all quality system documentation. To maintain a master list of all system documentation</p>
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5 DEFINITIONS

Club: - Ourimbah United Football club

Committee:- The elected members of the managing body of the OUFC

6 ACTION / METHOD

Personnel and Technical Skill Requirements

- 1) Have an understanding of the Game of Football
- 2) Have good communication skills, with the ability to communicate professionally to all levels of the Club as well as outside stake holders. Strive to continually improve communications processes within the Club..
- 3) Have an understanding of sound Financially and Business management principles, responsibilities and accountabilities.
- 4) Maintain High Ethical and Morale standards to ensure integrity in their personal and professional dealings and liaisons within the Club and with outside stake holders.
- 5) Protect and grow the assets of the Club.
- 6) Attend to the public affairs of the Club.
- 7) Manage any conflict of interest or any perceived conflict of interest within the Club in an ethical and professional manner.
- 8) Maintain resources and information technology to professional industry standards.
- 9) Promote and encourage professionalism in sports management and in the Game of Football, within the committee and the Club as a whole.
- 10) Be the Chief Executive Officer of the Club and shall have the power to convene meetings of the Executive.

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- 11) The Chairperson of all meetings of the Club except Football Committee meetings when present, and be willing to act as sure.
- 12) Shall strongly encourage all members of the Committee /s perform their duties in accordance with the constitution, their position descriptions and the Clubs policy and procedures.
- 13) Strongly encourage all members of the Club to observe the Code of Conduct.
- 14) Where possible, attend all official functions and major events of the Club.
- 15) The President shall, as soon as practicable after being elected, provide to the Club Secretary their address and contact details.

7 ACCOUNTABILITIES

The President is accountable to the Executive Committee and the members for the actioning of their duties and their professional conduct.

Document changes

The Quality Manager will ensure that all controlled copies are effectively updated.

External documents

At least once each year, the Quality Manager will check to ensure controlled copies of any external documents (e.g. Football Rules) are current. This check will be noted on the cover or label, signed and dated. Where the document held is no longer current it will be withdrawn, and replaced if necessary.

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Revision History

<i>Revision</i>	<i>Date</i>	<i>Author</i>	<i>Notes</i>
1.0	4/11/10	Grant Cawley	Document Original

