

Chairman



VERSION TABLE			
DATE	AUTHOR	STATUS	VERSION
10/08/2015	Chris Gilchrist	MC Approved	1
12/06/2017	Chris Gilchrist	Logo updated	2

OBJECTIVE

The Club Chairman is responsible for the general supervision and operation of Springwood United Football Club (SUFC) and ensuring the best interests of all members are addressed.

The Chairman sets the overall annual SUFC agenda (consistent with the views of members), helps the Management Committee prioritise its goals and ensures the Management and Football Committees remain on track, working within the overall guidelines of the Club and governing Associations.

The Chairman's role is one of governance, compliance and advocacy and he/she does not have the right to interject in the running of the various Club Committees unless invited or the Management Committee sees constitutional reasons for such involvement.

RESPONSIBILITIES

- To provide strong, efficient and effective leadership for the Club.
- Ensure the Club is run efficiently administratively, financially and socially to support the on field activities.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.
- To provide a safe and enjoyable recreational environment for all Club members and ensure all football activities are played in a competitive and fair spirit.
- Ensure sub committee's and committee members fulfil their responsibilities to the Club.
- Preside at all meetings of the Management Committee.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- To represent SUFC, as required and appropriate at external functions, meetings and events.
- To promote SUFC to local Council, Government representatives and agencies, other local sporting bodies and the general community to ensure SUFC is seen as a strong supporter of the local community and receives appropriate and adequate representation on decisions impacting Club members.
- To perform other duties as imposed by the Club Constitution.
- Ensure, with the other members of the Management Committee, that the legal responsibilities of SUFC, including compliance with the *Associations Incorporation Act 2009*, are met.
- Ensure the planning and budgeting for the future is carried out in accordance with accepted accounting and business management practices.
- Act as leader/spokesperson for SUFC with respect to compliance, governance and administrative issues.
- Assist with activities and events associated to SUFC – park duty, presentation day, coaches and managers BBQ, muster day.

RELATIONSHIPS

- Management and Football Committee
- Blue Mountains City Council
- Other stakeholders as required to fulfill the requirements of the role

ACCOUNTABILITY

- The Chairman is accountable to the Club Members and Management Committee.
- The Chairman must seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.
- The Chairman is a member of the Management Committee and as such is an Officer Bearer of SUFC.

The estimated time commitment required as the Chairman is 4 - 6 hours per week during the season. This may be increased at the beginning of the season.

REQUIRED SKILLS

- Enthusiasm and dedication.
- Good leadership skills.
- Good listening ability.
- Effective communicator.
- Strategic thinker
- Good negotiator
- Clear thinker and positive attitude.
- Able to maintain confidentiality on relevant matters.
- Ability to control and supervise others.
- Organise and delegate tasks.
- Well organised.
- Dedicated club person.

The Chairman is appointed for a term of two (2) years from the close of the Annual General Meeting (where elected) until the close of the Annual General Meeting two (2) years.

For further information in regards to this role please do not hesitate to contact the Club Secretary secretary@springwoodunited.com.au

APPROVED