



Position Description – President

Melbourne University Futsal Club

1. Position Title

President

2. Objective

To ensure the club promotes the participation and achievement of its teams and competitions. To ensure the club is run efficiently administratively, financially and socially to support all on-court activities.

The President helps the committee prioritise its goals and keeps the committee on track by working within the club's Constitution and Policy Framework. At an operational level, the major function of the President is to facilitate effective committee meetings.

3. Responsibilities

- Ensure committee members, team managers, administrators, coaches and volunteers fulfil their responsibilities to the club.
- Liaise with, and attend meetings (where relevant) with stakeholders including Football Victoria, Melbourne University Sport and City of Melbourne meetings/forums where relevant.
- Manage and chair monthly committee meetings and the club's AGM following the Club's Meeting Procedure.
- Ensure that all sub-committees are accountable and responsible.
- Report activities of the Club to the membership at the AGM.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of members.
- Review Constitution, Policies and Rules of Competition.
- Adopt Policies as appropriate.
- Be a facilitator for club activities.
- Be available to handle any disputes.

4. Relationships

- The President reports to the club's members.
- A close relationship is required with Football Victoria and Melbourne University Sport and any other key stakeholders
- Supports all committee members, team managers, administrators, coaches and volunteers.



5. Accountability

- The President is accountable to the club members.

6. Skill

6.1. Essential Skills

- Well-informed of all club activities.
- Aware of the future direction and plans of club meetings.
- Able to chair committee meetings.
- A good understanding of Football Victoria league and other league requirements, as well as requirements for running club competitions.
- Possesses a good working knowledge of the club's Constitution, Club Policy Framework and the duties of its office holders and sub-committees.
- Well-versed and able to respond in an unbiased and impartial matter on all issues.
- Well informed about the purpose of any meeting and items to be covered, and can avoid repetition, arguments, interruptions and deviation from the matter under discussion.
- Receptive to change.
- Dedicated club person.
- Be approachable

6.2. Desirable Skills

- Ability to plan events and activities for a year.
- Financial skills/knowledge.
- Empathy.
- Communication and negotiating skills.
- Listening skills.