



TEA TREE GULLY CITY SOCCER CLUB

POSITION DESCRIPTION - CHAIRPERSON

Version 1.0, January 2022

The role of the Chairperson is to provide the leadership and responsibility for the club and the Committee. This includes ensuring the club sets and meets its goals and objectives, is administered according to the Club Constitution and completes all legal and compliance obligations.

RESPONSIBILITIES

The general responsibilities of the Chairperson are wide and varied and may include, but not limited to, the following responsibilities:

Knowledge

To successfully undertake the role of Chairperson the roles requires the person:

- To be well informed of all club activities, especially those of all sub committees
- Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all position holders
- Strong understanding of the legal and compliance obligations of running the club

Governance

Key governance responsibilities include ensuring the club:

- Defines and documents its club culture and behaviours and continually communicates them to members, players, coaches, supporters and volunteers
- Ensures the club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- Implements strong financial controls to protect the cash and assets of the clubs as well as the volunteers handling the cash
- Ensures the committee receive regular and accurate financial reporting, budgets and cash flow projections
- Act as a signatory for the Club in all legal purposes and financial purposes
- Ensure compliance and legislative obligations are met
- Ensure the health and safety of all club participants
- Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
- All club positions, roles and sub committees have regularly reviewed position descriptions
- Volunteers are trained and supported throughout the year to undertake their roles successfully

Meetings, communication and key relationships

Running meetings and communicating to stakeholders are core responsibilities of a club Chairperson including:

- Chair all committee meetings
- Chair the annual general meeting
- Act as a spokesperson for the club and represent it locally, regionally and nationally as required
- Regularly liaise with sub committees to ensure they receive assistance and support as and when they need it
- Ensure that all sub-committees are regularly reporting to the committee
- Liaise with all relevant stakeholders
- Ensure committee members, team manager and coaches fulfil their responsibilities to the club



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- Ensure the key stakeholder relationships of the club are maintained and nurtured
- Communicate regularly and systematically with the Chairpersons of the member Clubs, the league, association and or parent body
- 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.

REQUIREMENTS

The Chairperson is expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings
- Undertake the role in good faith and honesty

If at any stage the Chairperson becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

DESIRABLE ATTRIBUTES

The Chairperson should:

- be well informed of all organisation activities and able to provide oversight
- be a person who can develop good relationships internally and externally
- be forward thinking and committed to meeting the overall goals of the Club
- have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for the Club in representing the Committee in other forums (e.g., league delegate meetings)
- be a competent public speaker
- be unbiased and impartial on all issues
- be receptive to change
- be a dedicated club person

ADMINISTRATION

This document is administered by the Tea Tree Gully City Soccer Club Committee and will be reviewed every two years and updated where applicable.

Version History

Version	Date	Description	Next Review Date
1.0	6 June 2022	Adopted and endorsed by Committee	June 2024