

PAPAMOA FOOTBALL CLUB CHAIR JOB DESCRIPTION

Papamoa Football Club Chair 'Profile'

The Chairperson is the principal leader of Papamoa Football Club and has overall responsibility for the club's governance and management. It is the responsibility of the Chair to ensure all club operations are met.

The President is elected by the Club Members and is responsible for representing the views of the members to key stakeholders. The Chair reports directly to the Management Board / Committee of Papamoa Football Club.

Skills

Ideally, in this position the Chair can demonstrate the following skills:

- Can communicate effectively and work as part of a team.
- Can disagree without being disagreeable.
- Willingness to learn.
- Must make time to ensure the role is completed.
- Impartiality
- Ability to work to a timeline.
- Proactive
- Active interest in all areas of the club

Main Duties & Responsibilities

- Can effect decisions(purchase/financial/operations) on behalf of the club within club policy and in the best interests of the club.
- Attendance at committee meetings
- Responsible for staff appointments, point of contact for club staff
- Assigned as point of contact for FCTM.
- Chair the club meetings and AGM.
- Assist the treasurer with reporting functions and banking functions.
- Submit funding applications in conjunction with the secretary.
- Attendance at Waibop governance meetings
- Attendance at Council meetings
- Works with council and other codes with regards to facility development
- Develops relationships with other clubs / schools at governance level.
- Assists in obtaining sponsorship.
- Assumes overall responsibility for club income derived from club activities.
- In conjunction with the secretary reviews policies and procedures and club job descriptions
- Regularly review the Constitution, By-Laws and Rules of Competition
- Ensure required insurances are in place.
- Ensure appropriate banking authorities are in place.
- Within the Comet database, ensure player red flags are attached where required prior to end of year

Requirement

- The person being nominated as President/Chair must have been an active Committee member for at least 1 full AGM cycles

The estimated time commitment required as the President of Papamoa Football Club is 2 hours per week.

Last updated December 2023.

