

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 Chair reports directly to the Management Board 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 the point of contact for FCTM.
- Chair the Board meetings and Club AGM.
- Assist the treasurer with reporting and banking functions.
- Submit funding applications in conjunction with the secretary.
- Attend Waibop governance meetings
- Attend Council meetings
- Assist in obtaining sponsorship.
- Assume overall responsibility for club income derived from club activities.
- Regularly review the Constitution, By-Laws, and Rules of Competition
- Ensure the required insurance is in place.
- Ensure appropriate banking authorities are in place.
- Within the database, ensure player red flags are attached where required before the end of the year

Requirement

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

The estimated time commitment required as the chair of Papamoa Football Club is 6 hours per week.

Last updated October 2024

