

Position Description & Agreement



Fortitude Valley Rugby League Club President

Purpose

The President is primarily responsible for ensuring the Fortitude Valley Rugby League Club – Junior Division (FVRLFC) sets and meets its goals and objectives, is administered according to the FVRLFC Rules and completes all legal and compliance obligations.

Key Roles and Responsibilities

- ☐ Have a good working knowledge of the FVRLFC constitution, association rules and by laws, policies and procedures as well as the duties of all office holders.
- ☐ Administer the Constitution and Rules of the Club without any favour to any person.
- ☐ Strong understanding of the legal and compliance obligations of running the FVRLFC.
- ☐ Identify, recruit and develop future Committee Directors and Sub Committee Members with the skills, knowledge, expertise and desire to facilitate the delivery of the club goals and shared objectives.
- ☐ Ensure the FVRLFC has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved.
- ☐ Ensure strong leadership and governance for FVRLFC by continually reviewing legislative requirements and updating club goals and objectives where required by 31 March each year.
- ☐ Evaluate current, ongoing and future risk management associated with Club governance, operational and strategic objectives by 30 November each year.
- ☐ Review and adjust the club organisational structure, by November each year, which supports the achievement of club goals and objectives and facilitates our partnership with Rugby League Brisbane (RLB) and Queensland Rugby League (QRL).
- ☐ Chair the Facility Development Subcommittee to ensure goals and objectives in accordance with terms of reference are considered
- ☐ Make sure all FVRLFC positions, roles and sub committees have regularly reviewed position descriptions or terms of references.
- ☐ Ensure FVRLFC activities are documented in operations manuals, policies and procedures.
- ☐ Ensure volunteers are trained and supported throughout the year to undertake their roles successfully.
- ☐ Be well informed of all FVRLFC activities, especially those of all sub-committees.

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- ☐ Define and document the FVRLFC culture and behaviours and continually communicate them to members, athletes, coaches, supporters and volunteers.
- ☐ Ensure the implementation of strong financial controls to protect the cash and assets of the club as well as the volunteers handling the cash.
- ☐ Ensure the FVRLFC Committee receive regular and accurate financial reporting, budgets and cash flow projections.
- ☐ Be responsible, subject to the direction of the Committee, for the proper control of all Club affairs.
- ☐ Ensure measures are in place to promote the health and safety of all FVRLFC participants.
- ☐ Ensure all complaints and disputes are immediately investigated and responded to as per FVRLFC policies and procedures.
- ☐ Liaise with Secretary to set the agenda for each FVRLFC Committee and general meeting, including the FVRLFC annual general meeting.
- ☐ Preside and act as Chairperson at all meetings of the Committee, sub-committee and the Club provided that the President may, where necessary delegate this responsibility to another person.
- ☐ Act as a spokesperson for the FVRLFC and represent it locally, regionally and nationally as required.
- ☐ Represent the FVRLFC at functions, meetings etc, provide that the President may, where necessary, delegate this responsibility to another person.
- ☐ Regularly liaise with FVRLFC sub committees to ensure they receive assistance and support as and when they need it.
- ☐ Ensure FVRLFC Committee, officials and coaches fulfil their responsibilities to the FVRLFC.
- ☐ Ensure that all Members of the Committee keep themselves informed of all matters under their control either by verbal or written report and in their absence report such matters to Committee meetings.
- ☐ Be the controlling authority within the Club and person to whom all disputes, suggestions, requests and questions shall be directed.
- ☐ Liaise with all relevant stakeholders.
- ☐ Ensure the key external stakeholder FVRLFC relationships of the club are maintained and nurtured.
- ☐ Review and revise position description to ensure it continues to reflect the requirements of the role.
- ☐ Ensure compliance of members with the Competition Rules, By-Laws, Rules of Incorporation and Policies of FVRLFC.
- ☐ Carry out such other duties as may be required by the Committee

Essential Skills and Requirements

- ☐ Always act in the best interest of FVRLFC and it's members.
- ☐ Attend all FVRLFC Committee meetings.
- ☐ Undertake the role in good faith and honesty.
- ☐ If at any stage the FVRLFC President becomes aware of a personal conflict of interest, real or perceived between themselves and the association, they should immediately notify the FVRLFC Secretary of the conflict who will immediately inform all other Committee Members.
- ☐ Must hold a valid Working with Children Check.
- ☐ Can communicate effectively.
- ☐ Is well informed of all other tasks and can handle bookings and entries, as well as respond to general duties as directed by the club.
- ☐ Can oversee organisational activities.
- ☐ Is aware of the future directions and plans of members.
- ☐ Has a good working knowledge of the rules of the club and the duties of all office holders and sub-committees.
- ☐ Is a supportive leader for all members.
- ☐ Able to chair FVRLFC Committee or general meetings.
- ☐ A good understanding of the sporting and competition requirements at local, regional and higher levels.
- ☐ Unbiased and impartial on all issues.
- ☐ Receptive to change.

Updating key documents

At the end of each year a key activity of the FVRLFC President will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the FVRLFC Secretary prior to the Annual General Meeting each year.

Induction of the incoming President

An important responsibility of outgoing FVRLFC President is to train, mentor and support the incoming FVRLFC President.

Position Description & Agreement**Length of Term**

One year – position up for re-election at association Annual General Meeting.

Remuneration

This position is undertaken on a voluntary basis.

Agreement

I, _____ (name), hereby agree to accept and undertake the position of FVRLFC President as outlined in the position description above.

Signed: _____
(FVRLFC President)

Signed: _____
(Club Deputy President on behalf of FVRLFC)

Date: _____

Date: _____