



Tuggeranong Archery Club

Role Description

President

Role Statement

The role of the President is to provide the principle leadership and responsibility for the club and the Committee.

Required Attributes:

The President will:

- Demonstrate at all times the values and behaviours as detailed in the TAC Values and Behaviours statement
- be forward thinking and committed to meeting the overall goals of the Club.
- 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 in representing the Committee in other forums (e.g. Archery Australia, Archery ACT, SCA, Bhutanese Archers, etc.)

Desirable Attributes:

The President should:

- be well informed of all club activities and able to provide oversight where required.
- be a person who can develop good relationships internally and externally.
- have a working knowledge of the Club Constitution, rules and duties of office bearers.
- be confident as a public speaker.

Specific duties include but are not limited to:

- Chair Committee meetings ensuring that they are run efficiently and effectively.
- Act as a signatory for the Club in all legal purposes and financial purposes.
- Regularly focus the Committee's attention on matters of Club governance that relate to its own structure, role and relationship to any volunteers and paid contractors.
- Periodically consult with Committee members on their role, to see how they are going and help them to optimise their contribution
- Work with the Committee to ensure:



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- The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required.
- Goals and relevant strategic and business plans are developed in order to achieve the goals of the Club.
- Work with the Executive to manage any contract services to the Club, e.g. cleaning, repairs and maintenance, facility hiring by external organisations, etc.
- Serve as a spokesperson for the Club when required.
- Communicate as required with the Club's position holders, RGB and Archery Australia and other local archery clubs.
- Assist in the development of grant applications, ACT government bodies, hall users and organisations that are relevant to the goals of the Club.

The below signed acknowledged their successful election as the President of Tuggeranong Archery Club on the listed date

The President acknowledges that they will be held to the above list of required attributes and will work to the best of their abilities to meet the desirable attributes and specific duties associated with the role.

Where the President demonstrates behaviours that do not align with those detailed by the club, Regional Governing Body, Sports Integrity Australia and/or Play by the Rules the President acknowledges they will be held to account for their actions.

President Name

Election date

President Signature

Signature date



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Role Description

Witness Signature

Signature date

Witness Name