



## **Warrandyte Junior Football Club – Job Descriptions**

**Job Title:** President

**Reports To:** Executive Committee

**Special Skills Required:**

- Good Working Knowledge of the club policies/philosophy etc..
- Understanding of League Operations
- Ability to delegate
- Experience in a leadership role
- Good listener
- Well developed decision making skills
- Ability to negotiate successfully between members
- Experience with planning operations
- Ability to manage people and chair meetings

**Duties:**

- Facilitate planning
- Provide guidance and leadership
- Chair and manage meetings
- Manage and control AGM
- Monitor Budgeting
- Represent the club in public
- Liaise with Auskick Coordinator and ensure smooth link exists
- Liaise with Warrandyte Football Club and Warrandyte Cricket Club to ensure good working relationship exists
- Sit on policy review subcommittee