

Source: Sports Community, Bowls Australia, and Bowls Victoria

## President

The President is primarily responsible for ensuring the Region sets and meets its goals and objectives, is administered according to the Region Constitution and completes all legal and compliance obligations.

### Responsibilities

The general responsibilities of the President are wide and varied and may include, but certainly not limited to the following responsibilities.

#### Knowledge

To successfully undertake the role of President, requires the person:

- To be well informed of all Region activities.
- Have a good working knowledge of the Region Constitution and Regulations, policies and procedures as well as the duties of all office holders.
- Strong understanding of the legal and compliance obligations of running the Region.

#### Governance

Key governance responsibilities include ensuring the Region:

- Defines and documents its Region culture and behaviors and continually communicates them to members, players, coaches, supporters and volunteers.
- Ensures the Region has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved.
- Implements strong financial controls to protect the cash and assets of the Region as well as the volunteers handling the cash.
- Ensures the Board receives regular and accurate financial reporting, budgets and cash flow projections.

- Ensure compliance and legislative obligations are met.
- Ensure the health and safety of all participants.
- Ensure all complaints and disputes are immediately investigated and responded to according to Region policies and procedures.
- All Region positions, roles and sub committees have regularly reviewed position descriptions or terms of references.
- All Region activities are documented in operations manuals, policies and procedures.
- Volunteers are trained and supported throughout the year to undertake their roles successfully.

#### Meetings, communication and key relationships

Running meetings and communicating to stakeholders are core responsibilities of a Region President including:

- Setting the agenda for each Board and general meeting, including the Region's annual general meeting.
- Chair all Board meetings.
- Chair the annual general meeting.
- Act as a spokesperson for the Region and represent it as required.
- Liaise with Board members in their portfolio roles.
- Ensure that all sub-committees are regularly reporting to the Board through the portfolio holder.
- Liaise with all relevant stakeholders.
- Ensure Board members, team managers and coaches fulfil their responsibilities to the Region
- Ensure the key stakeholder relationships of the Region are maintained and nurtured.

## Essential Skills and Requirements

- Hold or willing to apply for a current volunteer's "working with children" check (if legally required).
- Can communicate effectively.
- Is well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the Region.
- Can oversee organisational activities.
- Is aware of the future directions and plans of members.
- Has a good working knowledge of the Constitution of the Region and the duties of all office holders and subcommittees.
- Is a supportive leader for all members.
- Able to chair Board or executive 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.
- Dedicated Region person.

### *Board Directors are required to:*

- Act in the best interest of the members at all times.
- Attend all Board meetings.
- Undertake the role in good faith and honesty.

If at any stage the President becomes aware of a personal conflict of interest, real or perceived between themselves and the Region, they should immediately notify the Region Secretary of the conflict, who will immediately inform all other Board members.

## End of Term hand over

### *Updating key documents*

At the end of each term, a key activity of the President will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Region secretary prior to the Annual General Meeting each year.

### *Induction of the incoming President*

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