



President

Volunteer Committee Position Description



Reports To

Elected by the membership at the AGM



Works Closely With

Vice President, Secretary, Treasurer, all committee members, Newcastle Football, local council

PURPOSE OF THE ROLE

The President is the heart of our club. You'll provide leadership and direction for the committee, act as our public face in the community, and help keep everyone motivated and working together toward a great season for our players and families.

KEY RESPONSIBILITIES

- Chair monthly committee meetings and keep discussions on track
- Act as the primary spokesperson and representative for the club with councils, associations, and the media
- Support and guide committee members in their individual roles
- Oversee the club's strategic direction and ensure we're working toward our goals
- Build and maintain relationships with Newcastle Football and local government — sponsor relationships are led by the Sponsorship Liaison Officer
- Work with the Secretary to set meeting agendas and follow up on action items
- Act as the escalation point for complaints referred by the Member Protection Officer (MPO)
- Sign off on major decisions and financial commitments in line with club policy
- Attend key club events such as presentation nights, season launches, and community days
- Approve sensitive or incident-related social media content before publishing

TIME COMMITMENT



8–12 hours/month (more during pre-season and key events)



People Management

Yes — accountable for all committee members and office holders



Budget Management

Yes — final sign-off on major financial commitments

SKILLS & EXPERIENCE (HELPFUL, NOT REQUIRED)

- Experience in a leadership or committee role (community, sport, or work)
- Comfortable speaking in front of groups or representing an organisation
- Good at listening and helping people work through disagreements
- Organised enough to follow through on decisions and action items
- Familiar with how a sporting club or community organisation works



Essential Requirements

This role requires a current Working With Children Check (WWCC) — or willingness to obtain one prior to commencing the role. The ordinary hours of this volunteer role can include weekends and evenings.



End-of-Year Handover

At the end of each season, the outgoing role-holder is responsible for: (1) reviewing and updating this position description to ensure it reflects how the role has evolved; (2) submitting the updated PD to the Secretary prior to the AGM; (3) participating in handover with their successor — sharing

key contacts, documents, passwords, and institutional knowledge to ensure continuity for the club.

 You'd be great for this if...

You love this club and want to help shape its future. You're the kind of person others naturally look to for direction — calm under pressure, good with people, and proud of what community sport means to families and kids.