

Job Description: Club President

Role: Volunteer (Executive Committee Position)

Time Commitment: Approximately 6-8 hours per week, including attendance at weekly competition days and monthly committee meetings.

Reports To: Club Members through the Executive Committee

Purpose of the Role

The President provides leadership, strategic direction, and governance oversight for Melville Athletics Club. The role is responsible for fostering a safe, inclusive, and welcoming environment where athletes, families, volunteers, and officials can thrive and enjoy athletics.

As the senior volunteer leader of the Club, the President works closely with the Executive Committee to ensure the Club remains sustainable, compliant, and focused on delivering outstanding experiences for athletes of all ages and abilities.

Key Responsibilities**Lead the Club**

- Chair Executive Committee meetings and the Annual General Meeting (AGM).
- Provide strategic leadership and help guide the Club's long-term objectives.
- Ensure committee activities align with the Club's vision, values, and strategic priorities.

Represent the Club

- Act as the primary spokesperson and representative of the Club.
- Build and maintain positive relationships with Athletics West, Athletics Australia, local government, sponsors, and community partners.
- Promote the Club within the local community and athletics network.

Governance and Compliance

- Ensure the Club operates in accordance with its Constitution, policies, and relevant legislation.
- Support strong financial governance and responsible decision-making.
- Champion child safeguarding, member protection, and risk management practices.

Support and Develop Volunteers

- Provide leadership, guidance, and support to Executive and General Committee members.
- Encourage a positive, collaborative, and inclusive volunteer culture.
- Help recruit, retain, and recognise volunteers across the Club.

Manage Significant Issues

- Act as the final point of escalation for complex member concerns, complaints, or Code of Conduct matters.

- Work with the Executive Committee to achieve fair and timely resolutions.
- Support positive outcomes for members while protecting the Club's reputation and values.

Skills and Experience

Successful Presidents generally possess:

- Strong leadership, communication, and interpersonal skills.
- The ability to motivate and support volunteers.
- Sound judgement and problem-solving abilities.
- An understanding of governance principles and committee operations.
- Confidence representing the Club with external stakeholders.
- A positive, approachable, and inclusive leadership style.
- A current Working with Children Check (WWCC).

What We Provide

- A rewarding opportunity to make a lasting impact on young athletes and the broader community.
- Support from a dedicated Executive Committee and volunteer network.
- Access to relevant training, resources, and governance support.
- The chance to help shape the future of one of Western Australia's leading athletics clubs.