



**NATIONAL CLUB
ACCREDITATION SCHEME**
Meadow Park Soccer Club
Position Description – Jnr President



JOB TITLE:

Jnr President

OBJECTIVE:

To ensure the junior portion of the club promotes the participation and achievement of its teams. Ensure the junior club is run efficiently administratively, financially and socially to support all on-field activities.

The Jnr President helps the committee prioritise its goals and keeps the committee on track by working within the club's framework. At an operational level, the major function of the Junior President is to ensure all coaches, team managers & parents of the junior teams adhere to the expected responsibilities and behaviours as expected by the club.

RESPONSIBILITIES:

- Ensure junior members, team managers and coaches fulfil their responsibilities to the club.
- Attend FFV and Council meetings/forums where relevant.
- Manage/Chair Junior committee meetings and attend the clubs AGM.
- Discuss the agenda items prior to each committee meeting with the Secretary and ensure that it is circulated to relevant members in plenty of time.
- Ensure that all sub-committees are accountable and responsible.
- Report activities of the Junior portfolio to the membership of the AGM.
- Ensure that junior planning and budgeting for the future is carried out in accordance with the wishes of members.
- Review Constitution, By-Laws and Rules of Competition.
- Adopt risk management, smoke free, sun smart, code of conduct and safe alcohol policies.
- Be a facilitator for junior club activities.
- Be available to handle any disputes.

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MEMBER FEDERATION NAME
Member Federation Postal Address
Member Federation Street Address
T MF Phone
F MF Fax
MF Website
MF Generic E-Mail



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RELATIONSHIPS:

- The Junior President reports to the club's Executive Committee, its members and General Committee of the club.
- A close relationship is required with all FFV departments through clubs Registrar/Administrator.
- Supports all managers, committee members, coaches, players and staff.

ACCOUNTABILITY:

- The Junior President is accountable to the members and Executive Committee of the club.

The estimated time commitment required as the Junior President is 3-4 hours per week.

ESSENTIAL SKILLS:

- Well informed of all club activities.
- Aware of the future direction and plans of club meetings.
- Able to chair committee or executive meetings. (In absence of others)
- A good understanding of league requirements at local, regional and higher levels.
- Possesses a good working knowledge of the club's Constitution, rules and the duties of its office holders and sub-committees.
- Well versed in the rules or procedures for varying meeting types and unbiased and impartial on all issues.
- Well informed about the purpose of any meeting and items to be covered and is able to avoid repetition, arguments, interruptions and deviation from the matter under discussion.
- Receptive to change.
- Dedicated club person.
- Be approachable.

DESIRABLE SKILLS:

- Ability to plan events and activities for a year.
- Financial skills/knowledge.
- Empathy.
- Communication and negotiating skills.
- Listening skills.

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