

Hazelbrook Football Club Management Committee Duties

Position Portfolio President

- As the elected President I agree to display qualities of leadership and show a personal commitment to the aims and objectives of Hazelbrook Football Club Inc ensuring its effectiveness in all aspects of its governance role.
- Be conversant with the duties and responsibilities of all committee members and structure of the Club and its overall policy.
- Delegate the workload endeavouring to involve all committee members fairly, as well as harnessing the support and energy of members who wish to participate.
- Manage the Club committee and promote teamwork, facilitate communication, exchange of ideas and encourage activities.
- Chair all Club meetings. Maintain order at meetings and keep to the proposed agenda. Ensure Meetings run to time. Remain impartial, whilst being firm and patient. Uphold the Club's and the governing bodies Constitution and By Laws for any points of order.
- Liaise with the Secretary and prepare a detailed agenda prior to the monthly committee meeting.
- Promote the growth of the Club and ensure all members are made to feel welcome.
- Ensure all goals have key measures and objectives.
- Facilitate essential steps to avoid, manage or settle any Club disputes. Have the ability and willingness to evaluate.
- Attend or appoint a representative to all Club Meetings with our District Association.
- Is pivotal in creating the conditions for overall management committee and individual management committee members and ensures constructive relations between them.
- Be appointed Public Officer with the Department of Fair Trading.