

# Eastern Ranges Bowls Region



## 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 Regulations, and completes all legal and compliance obligations.

### Responsibilities:

The general responsibilities of the President are wide and varied and may include, but certainly are not limited to the following items of knowledge, governance, meetings, communication, and key relationships.

### 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 and committees.
- have a strong understanding of the legal and compliance obligations of running the Region.
- Has completed the Australian Sports Commission director education unit.

### Governance:

Key governance responsibilities include ensuring the Region Board:

- defines and documents its Region culture and behaviours and continually communicates them to members, players, coaches, supporters and volunteers.
- 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.
- receives regular and accurate financial reporting, budgets and cash flow projections.
- meets compliance and legislative obligations.
- oversees the health and safety of all participants.
- investigates and responds to all complaints and disputes immediately according to Region policies and procedures.

- regular reviews of all Region positions and roles and committee terms of reference.
- documents all Region activities in operations manuals, policies and procedures.
- trains and supports volunteers throughout the year to so they can undertake their roles successfully.

### Meetings, communication, and key relationships:

The President will run meetings and communicate to stakeholders as a core responsibility including:

- setting the agenda for each Board and General meeting.
- chairing all Board, General and Annual General meetings.
- 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 stakeholder and maintain key relationships.
- ensure Board members, committees, co- Ordinators, team managers and coaches fulfill their responsibilities to the Region.

### Essential Skills and Requirements:

- can communicate effectively, including using on- line tools.
- can handle bookings and entries, respond to general duties as directed by the Region.
- can oversee organisational activities.
- prepares for the future.
- is a supportive leader for all members.
- has a good understanding of the sporting and competition requirements at local, regional and higher levels.
- is unbiased and impartial on all issues.
- dedicated Region person and receptive to change.

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.