

## CLUB COMMITTEE ROLE TEMPLATE

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**Role/Position: ....President**

### Desirable abilities :

<b>Knowledge/ Responsibilities</b>	<p><i>E.G.: Familiarity with Club bylaws and policies <b>#See next page</b></i></p> <p>When necessary chair meetings          Be a signatory to legal and financial documents          Ensure good governance is followed.          Lead committee help where required.          Assist in creating succession plans.          Ensure Strat Plan is kept in focus.          Act as the club spokesperson.          Help build patrons and sponsors.          Passionate about the club and its members          Awareness of track and field developments and trends</p>
<b>Skills</b>	<p><i>E.G.: Good communication ability - especially in writing</i></p> <p>Procedural committee experience/understanding          Organisation/business acumen.          Be a good communicator          Able to build and maintain relationships.          Be an open and forward thinker.          Be able to support and drive clubs goals.          Understand the clubs constitution and committee workings.          Preferably a good public speaker.</p>
<b>Attributes</b>	<p><i>E.G.: Positive contributor to committee activities</i></p> <p>To be passionate and a good role model.          Demonstrate leadership and drive          Influence others on key issues as they arise          Negotiate as needed          Diplomacy and manage internal politics          Awareness of stakeholder perspectives on issues</p>

### Key tasks 'to do' - with *optional* 'when to undertake' them

<i>E.G.: Prepare report for each meeting</i>	<i>Monthly</i>
Prepare report for AGM	
Undertake tasks between regular meetings	
Sign for cheques for Vollugi-Taylor trust fund	
Determine funding allocations based on supporting club members	
Mentor new Committee members as part of induction	
Liaise with Athletics SA on issues of importance to club	
Play a key role in annual trophy selection	