

# Berwick Junior Football Club

Arch Brown Reserve, Buchanan Road, Berwick 3806  
P.O Box 183, Berwick, 3806



**Subject:** Job Description  
**Title:** President  
**Reports to:** Berwick JFC Members and Executive Committee

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<b>1</b>	<b>Basic Functions</b>
a)	To guide, through leadership and direction, the Berwick Junior Football Club in all facets of Club management in a profitable and team building manner.
b)	Compliance and accountability with Club policies.

<b>2</b>	<b>Specific Responsibilities</b>
a)	To chair and direct all club committee and/or executive meetings as required, and assist where required in sub- committee meetings.
b)	To represent the Berwick Junior Football Club at all levels with distinction and to ensure that the community spirit is portrayed consistently at all opportunities.
c)	To ensure that all the club's needs are documented and presented through appropriate channels so that the full benefits of our sporting group are made available to other relevant bodies. (Auskick, Berwick Football Club).
d)	To liaise with and ensure that all Office Bearers of the club perform their duties to meet the needs of the club.
e)	Ability to actively promote the Club at all levels.
f)	To build relationships with Council, Leagues, Senior Club and other Leagues Clubs. Ensure the key stakeholder relationships of the club are strong and maintained
g)	Ensure and maintain the health and safety of all club members
h)	All complaints and disputes are investigated and responded to according to club policies and procedures.
m)	Regularly liaise with sub committees to ensure they receive assistance and support when needed
j)	Ensures the committee receive regular and accurate financial reporting, budgets and cash flow projections
k)	Ensure that the Club operates in a financially responsible and accountable manner. Ensure that the Club acts legally, morally and ethically in all its dealings.
l)	To ensure all budgets are met throughout the year and tabled at the Annual General meeting.
n)	To ensure Club Polices are reviewed on a regular basis to ensure accuracy
i)	All club positions, roles and sub committees have regularly reviewed position description.

<b>3</b>	<b>Entry Qualifications and Experience</b>
	Leadership experience and some team building and club or company management skills.
	Outgoing in nature and have the skills to engage people so that they get involved in the club.
	Understanding of football club administration desirable or previously held Executive position.
	A football background would be an advantage.

<b>4</b>	<b>Role Requirements</b>
a)	All Committee Members must hold or willing to apply for a current volunteer "Working with Children Check"
b)	Abide by, promote and upload BJFC Code of Conduct and Policies.

Position:	President	Witnessed by:	
		Position:	Vice President - Operations
Name:	_____	Name:	_____
Signed:	_____	Signed:	_____