

# PORT MELBOURNE BASEBALL CLUB

## Position Description

### Job Title: CEO (President)

#### Purpose:

The CEO (President) is the leader of the Club and is there to ensure the Club is run efficiently administratively, financially and socially to support the on field efforts of the Club, sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework.

At the operational level, the major function of the President is to facilitate effective committee meetings.

#### Key Responsibilities:

- Acts as or ensures his/her delegate acts in the best interests of the club.
- Supports all coaches, players and committee members.
- Delegate! Do not try to "do it all" yourself.
- Be well aware of all current and future Club activities.
- Manage committee and/or executive meetings.
- Represent the club at local, regional, state and national levels.
- Attend BV President's & Secretary's Meetings. (Usually held on 1<sup>st</sup> Monday of month).
- Act as a facilitator for club activities.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Has a good working knowledge of the constitution, rules and the duties of all Committee members and sub-committees.
- Act as Chairperson at Committee meetings.
- Presents the Annual Report at the Annual General Meeting, It should be a comprehensive summary of the previous year's activity, detailing programs conducted, membership changes, physical developments and outstanding achievements. It includes a review of the financial situation and a look at plans and aspirations for the future.

#### An active and successful chairperson:

- Starts meetings on time.
- Leads, but does not direct.
- Ensures there is fair discussion on each issue and that all points are expressed before a decision is reached.
- Keeps the meeting moving in the desired direction.
- Runs the meeting so that a balance is struck between speed and efficiency on the one hand, and keeping the meeting enjoyable on the other.
- Know and follow the agenda strictly, unless directed otherwise by the meeting.
- Be enthusiastic, enthusiasm is catching.
- Ensure Committee Members fulfil their responsibilities to the Club.

#### Reports to:

- The Committee and Members.

#### Qualifications:

- Good knowledge of basic computers packages (email, word and excel).
- Excellent communication skills.
- Pleasant manner, patience, problem-solving ability, dependability.

#### Support:

Training for this position can be provided. In addition, the Committee and Past Presidents will be available for questions and assistance.