



Appendix 4.1.1 : Job Description ~ Club President

The President is the figurehead of the club, representing it at internal and external functions, so you'll need to know the club inside out.

You'll work alongside the Club Chairman to help smooth the administration of the club, and you'll provide impartial advice based on your broad experience. In short, you'll set the tone for the whole club.

Ideally, you'll need to be:

- Confident and good at communicating
- Tactful and discreet
- Well-versed in the running of the club
- Analytical and good at solving problems
- Familiar with good business practices and procedures
- Something of a bon viveur – charismatic and committed

What you'll do:

- Guide, support and advise other club officers and committee members on any club matters
- Attend the AGM and committee meetings
- Attend all first team games (or find someone to represent you) to encourage and support the players
- Make sure visiting club officials are made welcome at all home games
- Organise former player reunions
- Make sure your Club Dinner is well-organised
- Set in place a succession plan for key club officials
- Hand over to the next President as smoothly as possible

How much time it will take up:

- About 6 hours a week, mainly at weekends.

What you'll get out of it:

- As President you'll be the focal point of the club off the pitch, so it's an important and highly social role. You'll build relationships both within the club and beyond, and you'll get the chance to meet a wide range of people. It's a highly respected post from any perspective, within the community and the world of work.