

# Position Description – WDGA President



*Length of Term: Two Years*

**Mission:**

*"In partnership with our clubs, support, encourage and grow golf in an enjoyable environment"*

**Vision:**

*"To be engaging and supporting leaders to the WDGA member clubs."*

## Purpose

The President is primarily responsible for ensuring the association sets and meets its goals and objectives, is administered according to the Association Rules and completes all legal and compliance obligations.

## Key Roles & Responsibilities

### Compliance

- Strong understanding of the legal and compliance obligations of running the association
- Work with the Secretary to ensure compliance and legislative obligations are met.
- To work with Treasurer to ensure compliance and legislative obligations are met
- To monitor risks and ensure appropriate strategies are established

### Strategy and Policy

- Ensure the association has a current Strategic Plan and a process on how it will be achieved.
- Have a good working knowledge of the constitution, rules and by laws, policies and procedures as well as the duties of all office holders.
- Make sure all association positions, roles and sub committees have regularly reviewed position descriptions or terms of references.

### Accountability

- Chair all committee meetings.
- Set the agenda for each committee and general meeting, including the association's annual general meeting.
- Be well informed of all association activities, and receive regular reports from office bearers especially those of all sub committees.
- Regularly liaise with sub committees to ensure they receive assistance and support as and when they need it.
- Ensure committee members, team manager and coaches fulfil their responsibilities to the association.
- Appoint an appropriate Chair for the annual general meeting.

To oversee the recruitment of volunteers for positions on WDGA Committee.

- Ensure all complaints and disputes are immediately investigated and responded to as per association policies and procedures.
- Act as a spokesperson for the association and represent it as required.
- Liaise with all relevant stakeholders.
- Ensure the key external stakeholder specifically Golf Australia relationships of the association are maintained and nurtured.

#### **Document Management**

- At the end of each year a key activity of the President will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure it they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the Secretary prior to the Annual General Meeting each year.

#### ***Essential Skills & Requirements***

- Can oversee organisational activities.
- Is aware of the future directions and plans of members.

#### **Related documents:**

1. WDGA Code of Conduct
2. WDGA Committee Charter
3. WDGA Strategic Plan

Apprpved: WDGA Executive: June 2<sup>nd</sup> 2020:  
Review Date: June 2022