# **PRESIDENT**

The President is the principle leader of the Karratha Basketball Association (KBA) and has overall responsibility for the Association’s administration.

The President 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.

**Responsible To**

The President is elected by the KBA members and responsible for representing the views of all KBA members.

## **Responsibilities and Duties**

The President shall, as per the Constitution:

* represent the Association and chair all General Meetings and Committee Meetings and perform all duties as ordinarily pertain to the office of President;
* be well informed of all the Association’s activities;
* be knowledgeable of the future directions and plans of Members;
* foster a strong working relationship with local government, affiliated associations; Basketball WA and other sporting clubs;
* have a good working knowledge of this Constitution, the policies of the Association and the duties of all committee members and sub-committees;
* represent the Association at local, regional and state level;
* be a supportive leader for all Members;
* act as a facilitator for Association activities;
* ensure the planning and budgeting for the future is carried out in accordance with the wishes of the Members

The President is responsible for:

* ensuring Committee meetings occur as per the Constitution
* delegation and overseeing any actions that may arise from the Committee meetings
* managing the Annual General Meeting
* providing annual President’s Report at the AGM
* the casting vote if committee decisions are locked
* being the contact in the local community directory and any other external points of contact
* participating in mediation
* checking email account regularly

**Knowledge and Skills Required**

* Effective communication
* Well informed of all organisation activities
* Strong conflict management and negotiation skills
* Provide strategic direction and leadership for the Association
* Has a good working knowledge of the Constitution, rules and the duties of all office holders and subcommittees
* Uphold confidentiality and abides by Code of Conduct

## **Period of Appointment**

The President is appointed for a 24 month term at the Annual General Meeting.

**President Witness (Committee Member)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_