***NOTE:  This Role Description has been provided as a guide only.  Please edit as necessary to reflect the requirements of your Club.  Please delete this message prior to circulating this document.***

**President**

**[Club Name] Karting Club President Position Description**

The President steers the Karting Club towards meeting its goals and objectives, encompassing governance, management, and administration, while ensuring the club's alignment with the Vision, Purpose, Values, and Priorities of Karting Australia, the State Karting Association, and the Club. The President also ensures that all legal and compliance obligations are met.

**DESIRED SKILLS**

* Familiarity with the karting community, the club's regulations, bylaws, and constitution.
* Capability to delegate effectively.
* Strong communication skills.
* Approachability.
* Prior experience in a leadership capacity.
* Robust decision-making abilities.
* Experience in planning and overseeing operations.
* Skilled in chairing meetings, negotiating, and maintaining a neutral stance.
* Openness to change and adaptability.
* Possession or willingness to obtain a current volunteer’s ‘Working with Children’ check.
* Passion and dedication to the Karting Club.

**KEY ROLES & RESPONSIBILITIES**

* Attend meetings with Karting Australia and State Karting Association as needed.
* Preside over Club Committee, AGM meetings, and other key gatherings.
* Maintain a thorough understanding of all club activities and operations.
* Provide direction and leadership to the Committee, ensuring they execute their roles.
* Collaborate with the Secretary to draft meeting agendas and ensure timely distribution.
* Monitor and drive the club's targets and objectives.
* Ensure a casting vote in meetings when necessary.
* Communicate portfolio activities to members at the Annual General Meeting.
* Confirm planning and budgeting align with members' wishes.
* Implement and supervise risk management, policies, and legal prerequisites.
* Engage with stakeholders, such as local councils and community groups.
* Direct the club's strategic planning for the future.
* Offer guidance and leadership to all club members.
* Represent the club as a spokesperson when necessary.
* Ensure timely and appropriate responses to complaints and disputes per Club protocols.
* Annually review Club policies, manuals, and role descriptions.

**END OF YEAR/TERM HAND OVER**

* Update vital documents: position description, handover notes, and key contacts list.
* Orient the incoming President and offer training, mentorship, and support.
* Handover keys, security codes, and other necessary items.
* Share ongoing planning documents and prioritise club tasks that are in progress.