

# Waratah Hockey Club



## PRESIDENT / DHL REPRESENTATIVE

### ROLE STATEMENT

The President/DHL Representative is primarily responsible for the leadership and overall administration of the club and to represent the interests of club members in the Darwin Hockey League Advisory Committee.

### KEY DUTIES

- Have a good working knowledge of the club constitution, code of conduct, policies and procedures.
- Ensure committee members fulfil their respective roles and responsibilities, and club policies and code of conduct are adhered to by members and self.
- Ensure the club has a clearly defined purpose, vision and set of values to guide decision-making, club culture and behavior.
- Lead the committee to develop and implement plans and strategies to achieve agreed outcomes.
- Ensure appropriate policies and procedures are in place to protect the health and safety of all club members.
- With the Treasurer, ensure financial controls are in place to protect club assets
- Attend meetings of the Darwin Hockey League Advisory Committee as the club representative (or appoint another Committee member as a Delegate, as required) to act on behalf of the club in relation to business arising with the Darwin Hockey League.
- Lead the development of partnerships with sponsors, relevant sporting bodies and others to assist in the achievement of club objectives.
- Act as a club signatory for legal and financial purposes.
- Preside over and ensure the annual general meeting and all general and special committee meetings are conducted in accordance with the club Constitution.
- Actively participate in agreed out of session decision-making processes (such as email and group chats) of the committee.
- Ensure action items and resolutions of the committee are carried out.
- Fulfil such other duties as the committee may request.