



# NEWCASTLE DISTRICT BOWLING ASSOCIATION (ZONE 2) INC

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## **NDBA ADVISORY COMMITTEE PAMPHLET NO.3**

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### **The Duties and Responsibilities of a Club President/Chairman**

First and foremost you have made a commitment to yourself, the members and the Club. You are expected from the day you take office to look at the position as a commitment and to carry out that position with a responsible attitude.

You are expected to develop your powers of communication to a high level in order that you will be clearly understood and that you will clearly understand others. Nothing should be taken “as said” or for granted.

You must be prepared to extend your own efforts and ability a little more than you thought you may have to when you took office.

To be a successful Club President/Chairman you must be a leader. You must set an example to your officers and members in general behaviour, dress and sportsmanship and at all times, be mindful of the dignity of this important position.

You must strive at all times to promote harmony within the Club and with all the officers and members.

You must actively define the roles and responsibilities of all officers and ensure they carry out their duties and conduct themselves in a manner in keeping with the position they hold within the Club.

You must be conversant with the activities of the various Sub-Committees and ensure that they meet regularly and carry out their duties.

As an ex-officio member of all Sub-Committees, with the possible exception of the Selection Committee, you should show an interest in their activities and occasionally attend their meetings and ensure that written reports are submitted to each programmed Board Meeting of the Club.

You must be loyal to your officers and be ready to listen to any suggestions and advice given to you. You should define what matters arising from Sub-Committees should remain within the Board or can be discussed with members.

The President/Chairman must have a sound knowledge of the Constitution and By-Laws or Articles of the Club and always abide by the directions therein. You should also have a working knowledge of the Constitutions and By-Laws of the RNSWBA and NDBA.

You must ensure that directions from the State and District Associations are adhered to and the requirements of the Registered Clubs Act and the Companies or Cooperatives Act are enforced.

You should be at the Club as often as possible moving freely amongst the members to hear their feelings and answer questions where possible.

You should take an interest in the Staff encouraging them with their work and be tactful. When you are absent from the Club you must arrange for an Officer, possibly the Vice-Presidents in rotation to be in charge on official days for their development and confidence building.

You should liaise with the Chief Executive Officer / Secretary in preparation of a meeting agenda and be aware of all matters which may be raised in general business.

You should know what correspondence is forthcoming and what action has been taken on it if any. Prior to the meeting of the Board in conjunction with the Chief Executive Officer / Secretary seek out new technology, innovations and legislation including strategic links with the local business community.

Where there is a Ladies Club, you should maintain a close liaison with the principal officers.

Implement a Strategic Plan for the Club and review the progress annually with the Chief Executive Officer / Secretary and Officers of the Club.

Knowing that speeches will be necessary at various functions, either at your Club or when visiting, you should be prepared for this and not think what you are going to say when you stand up.

**Note:** Read the relevant pages of the Clubs NSW Directors Guide for further references with regards to the role of the President / Chairman.