



**MANDURAH**  
**VOLLEYBALL**  
ASSOCIATION

MANDURAH VOLLEYBALL ASSOCIATION INC.

Where everyone can play.



## **Job Description**

### **Role Title – President**

The President is the principal leader of the Mandurah Volleyball Association In. (MVA) 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.

### **Responsibilities**

The President responsibilities include—

- manage committee and/or executive meetings;
- manage the annual general meeting;
- represent MVA at local, regional, state and national levels;
- act as a facilitator for MVA activities; and
- ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

### **Key skills and knowledge requirements**

Ideally, the President is someone who—

- can communicate effectively;
- is well informed of all organisation activities;
- is aware of the future directions and plans of members;
- has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees; and
- is a supportive leader for all organisations members.

The estimated time required in the position of a president during a season is 1 to 3 hours per week (in normal circumstances)—this may entail being involved on competition nights or attending meetings.

However, as a spokesperson and representative of the Association, the President may be required to attend functions, forums and other meetings.