



West Auckland Association Football Club

Chairperson Role Description

The Chairperson is a voluntary position and is the principle leader of West Auckland AFC (WAAFC) and has overall responsibility for WAAFC administration, policy and management. The Chairperson sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritize 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/Chairperson is to facilitate effective committee meetings.

Responsible to

Executive Committee
Participants West Auckland AFC

Responsibilities and Duties

- Manage Executive Committee meetings.
- Manage the Annual General Meeting.
- Ensure club policies and practices are current and adhered to.
- Represent the club/group at local, regional and national levels.
- Act as a facilitator for club/group activities.
- Be available for all members as required.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Follow all aspects of the West Auckland AFC Code of Conduct and any other club policies as they relate.
- Meet all the WAAFC reporting requirements as they become due or are requested.
- Evaluate personal performance annually reporting to Executive Committee and club participants and ensure succession of own position.
- Review role descriptions to ensure accuracy and submit potential changes to the Executive Committee.

Knowledge and Skills Desired (Support and training opportunities are available)

- 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.
- Is a supportive leader for all organisations members.

Estimated Time Commitment Required

The estimated time commitment required for the role is 1 – 2 hours over 2 days per week for the duration of the season.

Period of Appointment

Period of appointment 12 months.