

# **Dubbo Touch Association**

## **Position Description for President**

### **Brief description of the Presidents role:**

This position provides overall direction to the DTA committee and has a vision to further develop Touch in the future. Key roles include promoting teamwork, facilitating discussion and group decision making, chairing meetings, providing mentorship for other committee members, delegating tasks and trouble shooting. The President ensures that DTA conducts its business in line with statutory requirements.

### **Duties:**

1. In conjunction with the DTA committee set regular committee meeting dates.
2. Act as chairperson during DTA committee meetings and attend to tasks delegated at these meetings. The chairperson's role includes following up tasks allocated to others to ensure their completion prior to the next meeting.
3. Become the 'Public Officer' (required by the Department of Fair Trading) and ensure that DTA runs in accordance with these rules and regulations.
4. In conjunction with the DTA committee, set the date and conduct Annual General Meetings. The President will act as Chairperson for these meetings and will present a 'President's Report' to the AGM on the achievements and challenges faced by the DTA committee in the past 12 months.
5. Ensure a copy of the current constitution is available on the DTA website and at all meetings.
6. Assist Vice President to arrange and manage Judiciary Hearings as required.
7. Attend Dubbo Sports Council meetings to promote and develop facilities for Touch in Dubbo.
8. Represent DTA at Hunter/Western Hornets Region and NSW Touch meetings and report back to DTA committee.
9. Liaise with NSW Touch to ensure the future development of Touch in Dubbo. This includes being the main contact person for any touch related programs, including school sporting grants as well as potential carnivals for juniors and seniors.
10. Liaise with Dubbo Regional Council to attract and retain major touch carnivals.
11. Be the main contact for new sponsors where required and manage sponsorship agreements.
12. Liaise with Macquarie Alarms and be the main contact person for any alarm related issues.
13. Coordination of field marking by providing dates to Dubbo Regional Council.
14. Manage the DTA Clubhouse licence agreement with Dubbo Regional Council.
15. Provide support, assistance and mentoring to other committee members as required.
16. Provide Working with Children Check details to the Member Protection Officer.