

## **Alpine Cycling Club Position Description:**

**Position:** President

**Member of Club Executive Committee:** Yes

**Length of Tenure:** Maximum 3 Years



### **Scope of Role:**

The President's role is to

- provide support and leadership to the membership
- provide strategic direction to the club
- be active in succession planning and foster an environment of collegiality and support to others.
- represent and promote ACC in the community
- negotiate outcomes with stakeholders which benefit the ACC membership and delivers strategic outcomes
- lead by example the behaviours and expectations of the ACC members as defined in the ACC constitution
- add value to ACC, and grow the club through activities which serves the members
- work actively with the ACC committees to achieve the goals and ensure ACC is legally compliant
- be active and engaged in cycling

### **Primary Functions:**

- Perform Presidential Duties as per the Consumer Affairs Victoria Act.
- Chair Club Monthly Meeting and Executive Meetings
- Support all other Club Functions with information and value-adding organisational work
- Approve ACC expenditure
- Be a current ACC member
  
- Be an active participant in succession planning and foster an environment of collegiality and support to others.
- Proactive and contributing member of the Executive committee
- Serve the membership and Executive Committee to achieve outcomes as defined in the Club's annual plan
- Support all other Club functions with information and value-adding organisational work

**Key Skill Attributes:**

- Strong communication skills both verbally and written
- Accomplished leader and capable of managing people and organisations
- Strategically focussed with a focus on targeted execution
- Strong negotiator
- Supportive and generous with knowledge to promote the growth and development of others
- Good working knowledge of computing programs relevant to role (eg. MS Office suite, G Suite, Mail chimp etc )
- Diligence in maintaining records
- Regular attendance at Club Monthly Meetings ( eg > 9 meetings per annum )

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