

# Position Description

## ABSC President

<b>Job Purpose</b>	The role of the ABSC President is to provide leadership, take overall responsibility for the actions of the ABSC and the Board and to act as the main public face of the organisation. The President is primarily responsible for ensuring the ABSC sets and meets its goals and objectives, is administered according to the ABSC Rules and complies with its legal obligations.
<b>Job Responsibilities</b>	<p>The major responsibilities for the ABSC President include:</p> <ul style="list-style-type: none"> <li>• To be well informed of all ABSC activities.</li> <li>• Play a lead role in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the ABSC.</li> <li>• Act as spokesperson for the ABSC when required, and represent the ABSC at Australian ranking tournaments and at meetings of international governing bodies, or appoint an appropriate delegate.</li> <li>• To have a good working knowledge of the ABSC constitution, rules, by-laws, policies and procedures as well as the roles and responsibilities of all Board and committee members.</li> <li>• Ensuring the ABSC has a clearly defined vision, purpose, strategic goals and objectives, documented strategies and implementation plans, and that progress is regularly reviewed.</li> <li>• To have a strong understanding of the legal and compliance obligations of the ABSC (including OH&amp;S), ensuring that these are adhered to and that, in conjunction with relevant office holders, all ABSC documentation is regularly reviewed.</li> <li>• Work with the Treasurer to implement strong financial controls to protect the cash and assets of the ABSC, and act as a signatory for the ABSC for all legal and financial purposes, together with the Treasurer and Secretary General.</li> <li>• Work with the Member Protection Information Officer to ensure all complaints and disputes are immediately investigated and responded to according to ABSC policies and procedures.</li> <li>• In conjunction with the Secretary General, manage and chair all Board meetings and the annual general meeting with efficiency and effectiveness.</li> </ul>
<b>People Management</b>	Yes – accountable for all Board members and office holders
<b>Budget Management</b>	Yes – required to work with the Treasurer in managing annual budget
<p>Note:</p> <ul style="list-style-type: none"> <li>• This position requires a clearance to work with children.</li> <li>• Some interstate and occasional international travel will be required.</li> <li>• The President will require sufficient free time to attend to the duties of the position</li> </ul>	

<b>JOB HOLDER CAPABILITIES</b>	
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience in a leadership role in a not-for-profit, volunteer-based organisation is preferable.</li> <li>• Knowledge of the laws and legislation relating to non-profit organisations.</li> <li>• Sound knowledge of the Billiards &amp; Snooker community and current issues both domestically and internationally.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Strong understanding and working knowledge of the constitution, rules, by-laws, policies and procedures.</li> <li>• Strong communication and interpersonal skills, with particular emphasis on public speaking.</li> <li>• Strong management skills and ability to delegate and work collaboratively with Board and sub-committee members.</li> <li>• Experience with marketing, sponsorship and fund-raising, and an ability to engage personally with existing and potential sponsors.</li> <li>• Experience with Digital technologies and social media is highly desirable.</li> <li>• Ability to chair committee and executive meetings.</li> <li>• Well-developed decision-making skills.</li> <li>• Experience with planning and operations.</li> <li>• Sound financial management skills.</li> <li>• Receptive to change.</li> <li>• Act as a good role model when representing the organisation.</li> </ul>