



CHRISTCHURCH JUNIOR CRICKET ASSOCIATION

Christchurch Junior Cricket Association President Position Description

The President is the principle leader of the Christchurch Junior Cricket Association and has overall responsibility for the Christchurch Junior Cricket Association governance and administration.

The President sets the overall annual Executive 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 Executive Meetings and support the General Manager in his/her role.

Responsible To

The President is elected by the Christchurch Junior Cricket Association members and responsible for representing the views of the Christchurch Junior Cricket Association members.

Responsibilities and Duties

The President/Chairperson should:

- Manage Executive and/or Sub-Committee meetings.
- Lead the Christchurch Junior Cricket Association in managing governance of Christchurch Junior Cricket Association.
- Manage the Annual General Meeting.
- Lead annual review of Risk Register.
- Lead annual Governance Plan review.
- Represent the Christchurch Junior Cricket Association at local, regional, and national levels.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

Knowledge and Skills Required

Ideally the President is someone who:

- Can communicate effectively.
- Is well informed of all organisational activities.
- Is aware of the future directions and plans of members, local sub-associations and master association.
- Has a good working knowledge of the constitution, rules and the duties of all office holders and sub-committees.
- Is a supportive leader for all organisations members, contractors and employees.

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the President/Chairperson of Christchurch Junior Cricket Association is approximately 2 to 3 hours per week.

The President is appointed for a one year term that can/may be extended by the members at the AGM.