

## TASK SHEET

CHAIRPERSON/PRESIDENT			
TASK	RISK FACTOR	EXPECTED OUTCOME	WHEN
Oversee incorporation requirements	H	End of financial year tasks are completed and forwarded to Fair Trading within the designated timeframe.	
Know if the constitution needs to be reviewed	H	If a review is required, ensure full committee develops a process for the review.	
General meetings of the association	M	Chair the proceedings of the general meeting.	
Meetings of the management committee	H	Chair the management committee meetings.	Once a mth
Committee and staff relationships	H	Maintain a working relationship with all committee and staff members.	Always
Representation	M	Representing the organisation on delegations, at meetings with important external bodies.	
Contracts	H	Be aware of the contractual arrangements with local council and/or facility owner/lessor.	Always
		Be aware of all contractual arrangements with funding programs.	
Planning/risk reduction task	H	As an executive member you are required to manage the outcomes of the operational plan and risk reduction tasks.	Always
Policy and procedures	H	As an executive member, be aware of the content of all policies and procedures ensuring that they are reviewed yearly.	
Volunteer Management	H	Ensure that the recognition and reward program is in place prior to the commencement of the season/duties.	Prior to season
		Ensure the recognition program is being implemented.	Always

## KEY RISKS

<p>To the <b>Club</b> is when</p>	<ul style="list-style-type: none"> <li>• the chair doesn't know the difference between leading and controlling.</li> <li>• the chair doesn't know the importance of open communication.</li> <li>• you don't know or implement the tasks of your position within the timeframes allocated</li> <li>• you don't know the legal requirements of the club (constitution, leases, rules, or funding obligations)</li> <li>• you work in isolation ( It is not your club ....it is the members)</li> <li>• attempt to do everything on their own and you don't delegate</li> <li>• the club is worse off, because of the way you and other members manage decisions</li> <li>• you don't consider the impact your decisions may have on the future existence of the club</li> <li>• you don't communicate effectively with each other or with club members</li> <li>• you operate to further your own personnel agenda</li> <li>• you are not respectful to other members of committee, volunteers or members</li> </ul>
<p>To <b>club performance</b> is when</p>	<ul style="list-style-type: none"> <li>• you don't recognise that you need help</li> <li>• you don't understand the importance of auditing and tracking performance (financial, club, on field development).</li> <li>• you don't ensure that the administration and management needs are appropriately financed &amp;/or supported.</li> <li>• you don't recognise, reward and support club volunteers, for their contribution</li> </ul>
<p>To the <b>YOU</b> when</p>	<ul style="list-style-type: none"> <li>• you are set up for failure because the members or your own expectations are too high</li> <li>• you are placed in situations where you are required to make decisions on your own</li> <li>• members refuse to provide the resources required to administer the club</li> <li>• you are Burn out- To prevent burn out, ensure your duties are realistic -the club must "spread" &amp; you must "delegate" responsibility... if you do too much and don't delegate you burn out and it will be difficult to find another volunteer and all your hard work will be lost</li> </ul>

NAME OF POSITION  
HOLDER:

\_\_\_\_\_

SIGNATURE OF POSITION  
HOLDER:

\_\_\_\_\_

DATE / /

WITNESS SIGNATURE

\_\_\_\_\_

DATE / /