

President Roles and Responsibilities

All DAC Office Bearer/Executive and Committee Members must:

- At all times work to uphold and implement the Objects of DAC as outlined in Section 3 of the Constitution.
- Model and implement ideal conduct as defined by the Constitution and the *DAC Behavioural and Guidelines and Codes of Conduct*.
- Attend committee meetings on a regular basis and complete actions delegated at these meetings.
- Provide Working With Children Check details to the Member Protection Information Officer.

Overview of the President role

This position provides overall leadership and direction of DAC and should have a vision to further develop athletics in Dubbo. The President should promote teamwork, facilitate discussion and group decision making, chair meetings, ensure strong governance practices are in place, provide mentorship for other committee members, delegate tasks, resolve grievances and trouble shoot.

Specific responsibilities

In addition to the responsibilities set out in Constitution, the President shall specifically:

- I. Ensure that all members of the Executive keep themselves informed of all Centre matters under their control or relevant to their area of responsibility.
- II. Perform such duties as may be required from time to time by the Centre.
- III. Represent the Centre at all functions, meetings and other occasions requiring the presence of a representative of the Centre either personally or by delegation to a member of the Executive or any other person deemed appropriate by the President.
- IV. Endorse correspondence, cheques, financial reports and other documentation as appropriate.
- V. In conjunction with the Secretary and Treasurer, ensure observance of all requirements of the Constitution and Regulations and use all reasonable endeavours to ensure the Centre observes all legal responsibilities relevant to the Centre, including all documentation required by NSW Fair Trading.
- VI. Attend to tasks delegated at these meetings, follow up tasks allocated to others to ensure they are completed as required.
- VII. Periodically review the Executive, Committee and portfolio roles and responsibilities to ensure improvements are made and that roles meet current and emerging needs.
- VIII. Work with the Committee, Little Athletics NSW/Athletics NSW to ensure the future development of athletics in Dubbo. This may include the development and implementation of a DAC Strategic Plan.
- IX. Liaise with Dubbo Regional Council and Little Athletics NSW/Athletics NSW to attract and retain major athletics carnivals.
- X. Liaise with Dubbo Regional Council in relation to the management and maintenance of Barden Park and associated equipment.
- XI. Attend Dubbo Sports Council meetings to promote and develop facilities for athletics in Dubbo.
- XII. Submit a written report to for inclusion in the Annual Report of the Centre.
- XIII. Provide support, assistance and mentorship to other committee members as required.
- XIV. Regularly check and maintain the dacpresident74@gmail.com account.