

The President

The club President is responsible for the PROFILE of the club. They are a leader who provides direction and guidance to their other committee members and who has a passion and experience within the club.

General Responsibilities

- ★ Be the first point of call for any club enquiries
- ★ Drive and lead the committee
- ★ Develop sponsorship opportunities
- ★ Increase member numbers and participation within the sport.

Things you might do regularly

- ★ Attend training, matches/events so club members can build a relationship with you
- ★ Answer emails via the @port.ac.uk email address
- ★ Filter messages down to all club members - through messenger groups, in person etc
- ★ Have regular meetings with the RAG/Events and Media secs to oversee and support them in their roles
- ★ Maintain committee and club enthusiasm
- ★ Keep Sport and Rec aware of any issues or concerns within the club

One off/ longer term projects you might do

- ★ Attend Club Development meetings with Sport and Rec to help shape your sport offer.
- ★ Creating schedules, delegating tasks to committee members and attending events such as Fresher's Fair
- ★ Set up whatsapp/social media groups for committee and club members
- ★ Seek out new opportunities for your club and it's members - eg to coach in local schools
- ★ Contact companies to gain sponsorship - send emails, attend meetings
- ★ Build relationships with the local community by organising for club members to attend local events and represent the club (eg volunteering at parkrun)

- ★ Design and communicate with kit suppliers and sport and rec to order kit for club members
- ★ Work with other committee members to organise trials/selection processes
- ★ Plan events (if no RAG/Events sec under your club structure) to help raise money for charities or your club
- ★ Support other committee members in their workload should it be needed

Key skills needed:

- Organised
- Approachable
- Able to have difficult conversations with either committee or club members
- Good communication
- Be proactive and positive