

Taking the Lead

A guide for Club Presidents



A guide for sport and recreation clubs and associations in Western Australia.



Department of Sport and Recreation
Government of Western Australia

The president is the principal leader of the organisation and has overall responsibility for the organisation's administration. The president should set the overall annual committee agenda (consistent with the views of members), help the committee prioritise its goals and then try to keep the committee on track by working within that overall framework.

The committee members should have a sense of what they are trying to achieve throughout the year rather than just "muddling through" from one committee meeting to the next. This could be achieved by holding a brief planning session at the first meeting of a new committee.

At the operational level, a major function of the president is to facilitate effective management of committee meetings.

The president/chairperson should:

- be well informed of all organisation activities;
- be aware of the future directions and plans of members;
- have a good working knowledge of the constitution, rules and the duties of all office bearers and subcommittees;
- manage committee and/or executive meetings;
- manage the annual general meeting;
- represent the organisation at local, regional, state and national levels;
- be a supportive leader for all organisations members;
- act as a facilitator for organisation activities; and
- ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

How decisions are made

The president has the responsibility to determine what particular decision making process should be used. Because of the nature of the position, there is often the need for the chairperson to make informed decisions. The most difficult part of making a decision is the possibility of making the wrong one. To avoid making a wrong decision or not making one at all, the president must:

Be decisive

- 1 Decide on small matters promptly
- 2 Make decisions with firmness
- 3 Explore all alternatives and encourage input from all committee members
- 4 Act upon the chosen decision

To be an effective president, always remember to be fair and decisive. All the skills necessary to be a good president, to enable fair decision making and to exercise sound management, come with practice and regular self-appraisal.

Assess yourself regularly.

Are you able to:

Lead without controlling?

Involve club or group members in decisions that affect them?

Stimulate balanced discussion?

Time meetings to finish on time?

Encourage focused discussion and keep meetings on track?

Negotiate successfully between members?

and **LISTEN**?

Other Resources

This resource is part of the Club Development Scheme, which provides assistance to Western Australian sport and recreation clubs and organisations to become better managed, more sustainable and to provide good quality services to members and participants.

Other resources in the series include:

Clubhouse CD-ROM

- 1 Step by step... to starting a new club
- 2 Planning for your club – the future is in your hands
- 3 Taking the lead! A guide for Club Presidents
- 4 The key to efficiency – the Club Secretary
- 5 Show me the money – a guide for the Treasurer
- 6 Take the 'in' out of ineffective – ten steps to running successful meetings
- 7 Effective club meetings – a guide for the chairperson
- 8 Lighten the load and delegate – help for the overworked committee member
- 9 You have the answers – solving club problems
- 10 Marketing and promoting your club
- 11 Sponsorship – seeking and servicing a sponsor
- 12 Establishing your club constitution and becoming incorporated
- 13 Risky business – a club guide to risk management
- 14 Clubs' guide to volunteer management
- 15 Member protection for clubs
- 16 How to be more inclusive of people from diverse backgrounds
- 17 Passport into schools – linking sports with schools
- 18 Youth sport – junior sport policy
- 19 Long-term involvement – junior sport policy
- 20 Getting young people involved – junior sport policy
- 21 Physical growth and maturation – junior sport policy
- 22 Sport pathways – junior sport policy
- 23 Forming links – junior sport policy
- 24 People making it happen – junior sport policy
- 25 Quality coaching – junior sport policy
- 26 Making sport safe – junior sport policy
- 27 The law and sport – junior sport policy
- 28 Top 20 tips for officials
- 29 Top 20 tips for successful coaching



Department of Sport and Recreation
Government of **Western Australia**

www.dsr.wa.gov.au

METROPOLITAN

246 Vincent Street, Leederville WA 6007
PO Box 329, Leederville WA 6903
Telephone (08) 9492 9700
Facsimile (08) 9492 9711
Email info@dsr.wa.gov.au

GASCOYNE

4 Francis Street, Carnarvon
PO Box 140, Carnarvon WA 6701
Telephone (08) 9941 0900
Facsimile (08) 9941 0999
Email gascoyne@dsr.wa.gov.au

GOLDFIELDS

106 Hannan Street, Kalgoorlie
PO Box 1036, Kalgoorlie WA 6430
Telephone (08) 9022 5800
Facsimile (08) 9022 5899
Email goldfields@dsr.wa.gov.au

GREAT SOUTHERN

22 Collie Street
Albany WA 6330
Telephone (08) 9892 0100
Facsimile (08) 9892 0199
Email greatsouthern@dsr.wa.gov.au

KIMBERLEY

Broome

Unit 2, 23 Coghlan Street, Broome
PO Box 1476 Broome WA 6725
Telephone (08) 9492 9650
Facsimile (08) 9192 2436
Email kimberley@dsr.wa.gov.au

Kununurra

Government Offices
Cnr Konkerberry Drive
and Messmate Way, Kununurra
PO Box 1127, Kununurra WA 6743
Telephone (08) 9166 4900
Facsimile (08) 9166 4999
Email kimberley@dsr.wa.gov.au

MID WEST

Mid West Sports House
77 Marine Terrace, Geraldton
PO Box 135, Geraldton WA 6531
Telephone (08) 9956 2100
Facsimile (08) 9956 2199
Email midwest@dsr.wa.gov.au

PEEL

Suite 3, The Endeavour Centre
94 Mandurah Terrace, Mandurah
PO Box 1445, Mandurah WA 6210
Telephone (08) 9550 3100
Facsimile (08) 9550 3199
Email peel@dsr.wa.gov.au

PILBARA

2/3813 Balmoral Road, Karratha
PO Box 941, Karratha WA 6714
Telephone (08) 9182 2100
Facsimile (08) 9182 2199
Email pilbara@dsr.wa.gov.au

SOUTH WEST

80A Blair Street, Bunbury
PO Box 2662, Bunbury WA 6231
Telephone (08) 9792 6900
Facsimile (08) 9792 6999
Email southwest@dsr.wa.gov.au

WHEATBELT

Northam

Mclver House
297 Fitzgerald Street, Northam
PO Box 55, Northam WA 6401
Telephone (08) 9690 2400
Facsimile (08) 9690 2499
Email wheatbelt@dsr.wa.gov.au

Narrogin

John Higgins Centre
Clayton Road, Narrogin
PO Box 54, Narrogin WA 6312
Telephone (08) 9890 0464
Facsimile (08) 9890 0499
Email wheatbelt@dsr.wa.gov.au