



2016/ 2017 WAMBA Committee Position Description - President

WAMBA is seeking an experienced President, with a passion for mountain biking, managing people and building relationships in the industry.

The role comes with some time commitments, due to the requirements to meet regularly with a range of government stakeholders. As such, it would suit someone with flexible working arrangements, who works part time or is retired.

In the next 12 months, WAMBA's focus will be around the communication of the major developments occurring in mountain biking in WA. WAMBA faces the challenge of all not-for-profits, in that it needs to become self-sustaining through a sound business and membership model.

So if you are looking for a challenge and love mountain biking, this role might be for you.

Role Description:

The President is the principal leader of the organisation and has overall responsibility for the organisation's administration.

Responsibilities:

- Setting the overall annual Operational Plan (consistent with the views of the Committee and the WAMBA Strategic Plan 2015-17).
- Helping the Committee to prioritise its goals and keep on track, by working within the WAMBA Strategic Plan 2015-2017 and the WAMBA Operational Plan 2015-16.
- Ensuring Committee members have a sense of what they are trying to achieve throughout the year, rather than just 'muddling through' from one meeting to the next. This could be achieved by holding a planning session at the first meeting of a new Committee.
- At the strategic level, major functions of the President include:
 - Contributing as a Steering Committee member on the WA Mountain Bike Strategy Implementation Reference Group.
- At the operational level, the major functions of the President include:
 - To facilitate effective management of committee and executive meetings, and the Annual General Meeting.
 - Hold regular (quarterly) meetings with key stakeholders - Department of Parks and Wildlife Recreation and Trails Unit, WestCycle CEO, and WestCycle mountain bike staff members.
 - Be well informed of activities and projects undertaken with the national body, Mountain Bike Australia (MTBA).

The President should:

- Be well informed of all Association 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 sub-committees;
- Represent the Association at local, regional, state and national levels;

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- Be a supportive leader for all of the Association's members;
- Act as a facilitator for Association activities; and
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

As with all the volunteer committee positions, there are statutory requirements that must be adhered to. If you are considering this role, please inform yourself of the requirements and responsibilities. This guide is a useful reference: <http://www.dsr.wa.gov.au/clubs/club-roles/president>.

If you are interested in the role or would like some more information, please contact current President, Louise Wallace at president@wamba.org.au.

