

## VICE PRESIDENT

INSERT  
YOUR  
CLUB LOGO

**REPORTS TO** President & Committee

### PURPOSE OF THE ROLE

The Vice President is the shadowing leader of the club and will work closely and support the Club President whilst providing leadership to the club overall including organising the committee and over-seeing the performance of the club. The Vice President will step in and undertake the duties and responsibilities of the Club President if the Club President becomes unavailable.

### QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Hold or willing to apply for a current volunteer “Working with Children Check”
- Effective communication skills
- Understand league requirements at local, regional and state levels
- Coordinate organisational activities
- Able to maintain confidentiality on relevant matters
- Unbiased and impartial on all issues

### DUTIES AND RESPONSIBILITIES

Prior, during and post season duties of the Vice President may include but are not limited to:

- Knowledge of the constitution, club rules and by laws, policies and procedures as well as a strong understanding of the legal and compliance obligations of running the club.
- Assist the Club President to set the agenda for each committee meeting and general meeting.
- Be an alternate signatory for the club for legal purposes and financial purposes.
- In the absence of the President, chair committee meetings ensuring that they are run efficiently and effectively.
- Coordinate club planning to ensure appropriate plans are developed, present to and reviewed by the committee.
- Any other duties nominated by the President and/or Committee.
- Review and update position description to reflect the requirements of the role.

**TIME COMMITMENT** 1 - 6 hours per week or as requested