



**CLUB
SUPPORT
PROGRAM**



Position Description

Vice President

Overview

The role of the Vice President typically involves working closely with and supporting the club President. The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason.

The role of Vice President is the ideal position for those considering becoming a club President in the future, as the Vice President works closely with the President in undertaking the leadership and governance responsibilities of the club.

Responsibilities

The Vice President is typically responsible for providing support to the President, assisting them to fulfil their responsibilities, which include the following.

Knowledge

To successfully undertake the role of Vice President, a person should:

1. Be well informed of all club activities, especially those of all sub committees
2. Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders
3. Have a strong understanding of the legal and compliance obligations of running the club.

Governance

The Vice President will assist the President to meet the club's key governance responsibilities, which include ensuring the club:

1. Defines and documents its club culture and behaviours and continually communicates them to members, players, coaches, supporters and volunteers
2. Has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
3. Implements strong financial controls to protect the cash and assets of the clubs as well as the volunteers handling the cash
4. Has strong financial knowledge, including reporting, budgets and cash flow projections
5. Complies with all legislative obligations
6. Promotes and protects the health and safety of all club participants
7. Investigates and responds to all complaints and disputes in a timely manner, according to club policies and procedures



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8. Regularly reviews all club position, role and subcommittee position descriptions or terms of reference
9. Documents all club activities in operations manuals, policies and procedures
10. Provides training and support for volunteers throughout the year to undertake their roles successfully

Meetings, communication and key relationships

The Vice President will:

1. Assist the President to set the agenda for each committee meeting and general meeting, including the club's annual general meeting

In the absence of the President, the Vice President will:

2. Chair committee meetings
3. Chair the annual general meeting
4. Act as a spokesperson for the club and represent it at locally, regionally and nationally as required
5. Ensure all responsibilities of the President are undertaken

End of year hand over

Updating key documents

At the end of each year a key activity of the Vice President will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Club Secretary prior to the Annual General Meeting each year.

Induction of the incoming Vice President

An important responsibility of outgoing Vice President is to train, mentor and support the incoming Vice President.

Requirements

The Vice President is expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings
- Undertake the role in good faith and honesty
- Hold or willing to apply for a current volunteer "working with children" check

If at any stage the Vice President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.



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Essential Skills and attributes:

- Effective communicator
- Well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the club
- Can oversee organisational activities
- Aware of the future directions and plans of members
- Good working knowledge of the rules of the club and the duties of all office holders and subcommittees
- Supportive leader for all Club members.
- Capable of chairing committee or executive meetings.
- A good understanding of league requirements at local, regional and higher levels.
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated club person.

The estimated time commitment required as the Vice President is **XX hours** per week.

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