



Westlawn Tigers Football Club Position Description – Vice President Senior/Junior

JOB TITLE:

Vice President Senior/Junior

OBJECTIVE:

To ensure the club promotes the participation and achievement of its teams. Ensure the club is run efficient administration, financial and social support to all on-field activities and club related community engagement

The Vice President will help the committee prioritise goals and adhere to adopted policy framework. At an operational level, the major function of the Vice President is to support the President in their duties.

RESPONSIBILITIES:

- Ensure committee members, team manager and coaches fulfil their responsibilities to the club.
- Attend NNSWF, North Coast Football and Council meetings/forums where relevant.
- Manage/Chair monthly committee meetings and the clubs AGM if president is unavailable.
- Ensure that all sub-committees are accountable and responsible.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of members.
- Review Constitution, By-Laws and Rules of Competition.
- Adopt risk management, smoke free, sun smart, code of conduct, safe alcohol and other relevant policies.
- Be a facilitator for club activities.
- Be available to handle any disputes.
- Promote, negotiate and arrange fundraising activities
- Liaise with relevant stakeholders including local Council.
- Ensure that the relevant player group to the position is engaged and that the needs of that player group are provided for.

RELATIONSHIPS:

- The Vice Presidents report to the club's members and General Committee of the club.
- A close relationship is required with all NNSWF and North Coast Football departments.
- Liaises with all managers, committee members, coaches, players and staff.

July 2013

Westlawn Tigers Football Club
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ACCOUNTABILITY:

- The Vice President is accountable to the President and General Committee of the club. The estimated time commitment required as the Vice President is 1-2 hours per week.

ESSENTIAL SKILLS:

- Well informed of all club activities.
- Aware of the future direction and plans of club meetings.
- Able to chair committee or executive meetings.
- A good understanding of league requirements at local, regional and higher levels.
- Possesses a good working knowledge of the club's Constitution, rules and the duties of its office holders and sub-committees.
- Well versed in the rules or procedures for varying meeting types and unbiased and impartial on all issues.
- Well informed about the purpose of any meeting and items to be covered and is able to avoid repetition, arguments, interruptions and deviation from the matter under discussion.
- Receptive to change.
- Dedicated club person.
- Be approachable.

DESIRABLE SKILLS:

- Ability to plan events and activities for a year.
- Financial skills/knowledge.
- Empathy.
- Communication and negotiating skills.
- Listening skills.