POSITION DESCRIPTION: VICE PRESIDENT

**Purpose:**

The role of the Vice President is to shadow the President in providing leadership and responsibility for the organisation and the Committee and to step into the President’s roles where needed. It is often considered that the Vice President will succeed the President and that this role is in preparation. The President is elected by club members at the Annual General Meeting (AGM) and is appointed for one calendar year from the date of the AGM to the next AGM.

**Responsibilities:**

* Voting Member of Committee
* In the event of the President being unable to fulfill his/her duties to step into that role
* In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively
* Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committees
* Coordinate club planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required
* Represent the Club at meetings and forums as agreed with by the executive committee
* Other duties as nominated by the President and/or Committee
* Maintaining and Sourcing Sponsorship
* Marketing
* Facebook and Website Admin

**Personal Attributes**

* be well informed of all organisation activities and able to provide oversight
* be a person who can develop good relationships internally and externally
* be willing to step in for the President where needed including chairing meetings
* be forward thinking and committed to meeting the overall goals of the club
* have a good working knowledge of the Committee Constitution, rules and duties of office bearers
* be able to work collaboratively with other Committee Members
* be a good listener and attuned to the interests of members and other interest groups
* be a good role model and a positive image for the club in representing the Committee in other forums (e.g. league delegate meetings)
* be a competent public speaker
* be able to raise concerns with the President where they arise.

**Key Relationships**

* President
* Sponsors
* Players
* Treasurer
* Secretary

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