

VULTURES POSITION DESCRIPTION

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| POSITION TITLE: | Vice President |
| REPORTS TO: | President |
| DIRECT REPORTS: | Sponsorship Volunteer and Junior Football Director. |
| DEPARTMENT: | Community |

POSITION PURPOSE:

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. The Vice President will step in and undertake the duties and responsibilities of the Club President if the Club President becomes unavailable. To ensure the club is run efficiently, administratively, financially and socially to support the on-field activities. To provide a safe and enjoyable recreational environment for all Club members and ensure all football activities are played in a competitive and fair spirit.

KEY RESPONSIBILITIES:

The duties of the Vice President may include but are not limited to.

- 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.
- 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.
- Communicating with all teams and members at the Club to ensure their message and stories are continually promoted and communicated.
- Support and give guidance to volunteers in the sponsorship, grants and junior and youth space.
- Undertake tasks at the request of the President.
- Assist other Board members in their duties as required.
- Review and update position description to reflect the requirements of the role.
- Be present for 1 full day over the weekend during the football season to assist in any operational requirements.

End of year hand over

Review

An important role is to review the communication strategy from the season and make recommendations or changes to the Board for next season.

Updating key documents

At the end of each year the Vice President will 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 Secretary prior to the Annual General Meeting each year.

Induction of the incoming Vice President

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

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ESSENTIAL SKILLS & REQUIREMENTS:

- Hold, or ability to obtain, a current volunteer 'working with children' check (Blue Card).
- Well organised.
- Understand league requirements at local, regional and state levels.
- Coordinate organisational activities.
- Ability to plan what the club needs to communicate and when to communicate.
- Effective and respectful communication.
- Understanding or willing to learn existing policies (i.e. Codes of Conduct, Privacy Policy).
- Unbiased and impartial on all issues.
- Able to maintain confidentiality on relevant matters.

KEY RELATIONSHIPS:

- Reports to the Club President.
- Liaises with the Board.
- Supports all Coaches, players, support staff at a junior and youth level.
- Liaises with the QAFL League.
- Supports volunteers in the Sponsorship, Grants, Junior and Youth space.

The estimated time commitment required as a Vice President is approximately 10 hours per week off season and 24 hours per week during all other periods.