New Lambton Football Club Juniors
Position Description – Vice President

JOB TITLE:

Vice President

OBJECTIVE:

To support the President in ensuring the club promotes the participation and achievement of its teams. Ensure the club is run efficiently administratively, financially and socially to support all on-field activities.

The Vice President helps the President and committee prioritise its goals and keeps the committee on track by working within the club's framework. At an operational level, the major function of the Vice President is to support the President and provide a succession pathway for when the President's role becomes vacant.

RESPONSIBILITIES:

- Act in the President's position when the President is unavailable or requires assistance.
- Support the President in ensuring committee members, team manager and coaches fulfil their responsibilities to the club.
- Attend governing body and Council meetings / forums where relevant.
- 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 and safe alcohol policies.
- Be a facilitator for club activities.
- Be available to handle any disputes.
- Liaise with relevant stakeholders including local Council.

RELATIONSHIPS:

- The Vice President reports to the President and General Committee of the club.
- A close relationship is required with the President and all governing body departments.
- Supports all managers, committee members, coaches, players and staff.

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 3 - 4 hours per week.

NEW LAMBTON
FOOTBALL CLUB

ESSENTIAL SKILLS:

- Ability to act in the President's position when the President is unavailable.
- 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.