

BLIGH PARK FOOTBALL CLUB



Position Description: Vice President

Overview

The Vice President is responsible for:

- Working with the President in setting the overall annual Club agenda (consistent with the views of members).
- Assisting the Committee to prioritise its goals and keeping the Committee on track by working within the overall guidelines of the Club and governing Associations.
- Building a sense of belonging between the Club and its followers.

Responsibilities

Prior, during and post season

1. Ensure any matters raised by the Committee and members receive appropriate attention by the relevant Committee member.
2. Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.
3. Attend, participate and in the absence of the President, chair monthly Committee meetings.
4. Represent the Club, as required and appropriate at external functions, meetings and events.
5. Promote the Club to local and other businesses to encourage financial support of the Club.
6. Ensure, with the other members of the Committee, that the legal responsibilities of the Club, including compliance with the Associations Incorporation Act 2009, are met.
7. In the absence of the President, preside at all general meetings (of members) and Committee meetings. This involves managing and facilitating (chairing) the meetings of the Club.
8. Assume responsibilities on the President where he/she is unable to undertake such responsibilities.
9. Assist with activities and events associated to the Club – Ground Official duty, presentation day, muster day.

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 Vice President should compile a list of people at the end of each season who have access to any relevant platforms and provide this list to the Committee.

Ideally the Vice President should review the Club plans for the following season and make recommendations to the Committee for any changes they suggest for next season.

The updated Position Description and supporting information 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 and the next season's Committee.

Essential Skills and requirements

- Hold or willing to apply for a current volunteer Working With Children Check.
- Exceptional communication skills - Respectful and effective.
- Ability to meet deadlines and provide timely information.
- Enthusiasm and dedication.
- Good leadership skills.
- Good listening ability.
- Good negotiator
- Clear thinker and positive attitude.
- Able to maintain confidentiality on relevant matters.
- Ability to control and supervise others.
- Dedicated club person.

The estimated time commitment required as the Vice President is **2-3 hours** per week, however, this may be slightly increased at the beginning of the season.

Please ensure that when completing your role, you only undertake tasks outlined in your position description to avoid any confusion or doubling up in workload. If you have idle time, please feel free to offer your support and assistance to other committee members as required.

Updated: July 2023