



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Club Vice President</b>	<b>Category:</b>	<b>Board of Management</b>
<b>Job Description</b>			
<p>The Vice President is responsible for assisting the Club President where necessary. The Vice President is accountable to the President and the General Committee. In the absence of the Club President the Vice President will chair all meetings.</p>			
<b>Knowledge &amp; Skills Required</b>			
<ul style="list-style-type: none"><li>• Good working knowledge of the Club, its rules, by-laws, and constitution</li><li>• Understanding of league operations and experience with planning operations</li><li>• Experience in a leadership role and be able to delegate</li><li>• Well-developed decision making skills</li><li>• Good listener and ability to negotiate successfully with internal/external stakeholders</li></ul>			
<b>Objectives</b>			
<ul style="list-style-type: none"><li>• To oversee all football related matters across the Club</li><li>• To provide support to the President of the Club</li><li>• To provide support to the Executive and Committee members to ensure the efficient operation of the Club</li><li>• Provide leadership to all coaches, players, support staff and volunteers</li></ul>			
<b>Responsibilities</b>			
<ul style="list-style-type: none"><li>• Ensure the effective and efficient operation of the Executive and all football operations</li><li>• Preside over meetings in the absence of the Club President</li><li>• Ensure that all sectors of the Club football operations are managed effectively and efficiently so that on-field performance is maximised</li><li>• Assist other Committee members in their duties as required</li><li>• Undertake tasks at the request of the Club President, Executive or General Committee</li><li>• Represent the Club at a local and district level in a positive and professional manner</li><li>• Liaises with Club suppliers, sponsors, and other key stakeholders as required</li><li>• Seek ratification from the appropriate Committee member or members prior to committing the Club to any financial expenditure or action</li><li>• Be available on game days to help coordinate and run the day as per roster</li></ul>			
<b>Additional Notes</b>			

## Hills District JRLFC & TA Inc.

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Reviewed By:	Rick Palin	Date:	23 November, 2016
Approved By:	Glenn Starr/Michael Gremmo	Date:	07 December, 2016
Last Updated By:	Rick Palin	Date/Time:	24/11/2016 10:00AM
Office Bearer:	Michael Gremmo	Term:	BOM 2016 Season
Signature:		Date:	