



Club Vice President

Club Operations

The role of Vice President generally is to work closely with and support the club President. The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason. (In accordance with club rules)

Responsibilities

The general role of the Vice President is too support the President, assisting them to for fill their responsibilities.

Prior to the start of the season

- Make application to the Council for access to any council owned facilities the club wishes to use during the year for training, competitions and social activities.
- Collect and distribute the keys to the sporting facilities, ensuring the club keeps a register of who has which keys
- Form strong relationships with key local council staff including Sport and Recreation staff, Council CEO, Councillors and the Mayor. Local Councils are one of the most important partners a community sporting club has and they are able to support their community clubs far beyond simply providing access to facilities.
- Undertake a safety review of all council facilities when they are handed over to the club at the beginning of each year
- Ensure the club has all required council permits

- Attend all Council forums and meetings as will be required from time to time
- Identify Council events throughout the year which the club may participate in to promote itself and support council initiatives. (e.g. Australia Day Parades, ANZAC Day marches or other community events where the club can have a positive presence)

During the season

- Be the primary point of contact between Council and the club
- Ensure all messages and information received from Council are distributed to the appropriate people within the club
- Communicate and co-ordinate the resolution of any facility maintenance issues with Council
- Review grants made available by Council and co-ordinate applications of those relevant to the club
- Liaise with Council in the planning and the delivery of major club events and activities
- Participate where possible in Council held community events

Post season

- Ensure all facilities are cleaned and vacated by the date required by Council to be vacated by the club.
- Collect all keys and return to Council

Knowledge

To successfully undertake the role of Vice President the roles requires the person:

- To be well informed of all club activities, especially those of all sub committees
- Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders
- Strong understanding of the legal and compliance obligations of running the club

Governance

The Vice President will assist the President ensure the club undertakes its key governance responsibilities include ensuring the club:

- Defines and documents its club culture and behaviours these are continually communicated to members, players, coaches, supporters and volunteers
- Has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- Implements strong financial controls to protect the cash and assets of the clubs as well as the volunteers handling the cash
- Has strong financial reporting, budgets and cash flow projections
- Ensure compliance of all obligations and the health and safety of all club participants
- Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
- All club positions, roles and sub committees have regularly reviewed position descriptions or terms of references
- Activities are documented in operations manuals, policies and procedures
- Volunteers are trained and supported throughout the year to undertake their roles successfully

Meetings, communication and key relationships

The Vice President will:

- Assist the President to set the agenda for each committee meeting and general meeting, including the clubs annual general meeting

In the absence of the President, the Vice President will:

- Chair committee meetings
- Chair the annual general meeting
- Act as a spokesperson for the club and represent it at locally, regionally and nationally as required
- Local Councils can provide access to volunteers and participants through their network and contacts, they can assist in the planning and delivery of events, they have strong

communication platforms which can be used to pass your clubs message to the community.

- Local Councils also make available a variety of grants to club each year as well as being able to access large state and federal government grants on behalf of your club.
- Ensure all responsibilities of the President are undertaken

Requirements

The Vice President is expected to:

- Act in the best interest of the members always
- Attend all Committee members
- Undertake the role in good faith and honesty

If at any stage the Vice President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

End of year hand over

Updating key documents

At the end of each year a key activity of 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 Community Soccer Hub secretary prior to the Annual General Meeting each year.

Induction of the incoming Vice President

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

Essential Skills and requirements:

- Hold or willing to apply for a current volunteer “working with children” check (if relevant)
- Can communicate effectively
- Is well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the club
- Can oversee organisational activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the rules of the club and the duties of all office holders and subcommittees
- Is a supportive leader for all organisations member's.
- Able to chair committee or executive meetings.
- A good understanding of league requirements at local, regional and higher levels.
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated club person.