

Vice President



St Anthony's
Glenhuntly
Netball Club

The role of the Vice President is to shadow the President in providing leadership and responsibility for the organisation and the Committee and to step into the President's roles where needed. It is often considered that the Vice President will succeed the President and that this role is in preparation for that.

Responsibilities

The general responsibilities of the Vice President are wide and varied and may include, but certainly not limited to the following responsibilities.

Knowledge

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

- 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
- Register and complete ASIC return if required (in absence of Club Secretary)

Duties

Key responsibilities include, but are not limited to, ensuring the club:

1. In the event of the President being unable to fulfill his/her duties to step into that role
2. In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively
3. Be an alternate signatory for the Club for legal purposes and financial purposes
4. Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Sub Committees
5. Coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required
6. Represent the Club at meetings and forums as agreed with by the President
7. Other duties as nominated by the President and / or Committee

Meetings, Communication and Key Relationships

Running meetings and communicating to stakeholders are core responsibilities of a club Vice President including:



- Setting the agenda for each committee and general meeting, including the clubs annual general meeting in the absence of the President
- Chair committee meetings in the absence of the President
- Chair the annual general meeting in the absence of the President
- Act as an alternate spokesperson for the club and represent it locally and regionally as directed by the President

Requirements

The Vice President is expected to:

- Act in the best interest of the members at all times
- 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.

Essential Skills & Requirements

- Hold or willing to apply for a current volunteer's "working with children" check
- Can communicate effectively
- Is well informed of all other tasks
- Can oversee organisational activities if required
- 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 supportive of all members
- Able to chair committee or executive meetings as alternate Chair
- A good understanding of the sporting and competition requirements at local, regional and higher levels.
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated club person.

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 updated Position Description must be provided to the Club Secretary prior to the Annual General Meeting each year.



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Induction of the incoming President

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

The estimated time commitment required as the Vice President is 1 hour per week during the season.