



CHATSWOOD RANGERS

Position Description – Vice President

JOB TITLE:

Vice President

OBJECTIVE:

To support the club and promote 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 committee prioritise its goals and keeps the committee on track by working within the club's framework.

RESPONSIBILITIES:

- Support committee members, team manager and coaches fulfil their responsibilities to the club.
- Attend governing body and Executive meetings/forums where relevant.
- Ensure that all sub-committees are accountable and responsible.
- Report activities of the portfolio to the membership of the AGM.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of members.
- 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 club's members and Executive Committee of the club.
- A close relationship is required with all governing body departments.
- Supports all managers, committee members, coaches, players and staff.

ACCOUNTABILITY:

- The Vice President is accountable to the members and Executive Committee of the club.
- The estimated time commitment required as the President is 3-4 hours per week.



ESSENTIAL SKILLS:

- 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.