



Abbotsford Juniors Football Club Position Description – Vice President

JOB TITLE:

Vice President

OBJECTIVE:

The main role of the Vice President is to support the President to execute on his/her responsibilities.

RESPONSIBILITIES:

- In conjunction with the President, responsibilities are to:
 - Ensure committee members, team manager and coaches fulfil their responsibilities to the club.
 - Attend CDSFA/FNSW and Council meetings/forums where relevant.
 - Manage/Chair monthly committee meetings and the clubs AGM, in the absence of the President.
 - In the absence of the President, discuss the agenda items prior to each committee meeting with the Secretary and ensure that it is circulated to relevant members in plenty of time.
 - 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.
 - Review Constitution, By-Laws and Rules of Competition.
 - Adopt risk management, smoke free, sun smart, code of conduct and safe alcohol policies.
 - 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 General Committee of the club.
- A close relationship is required with all CDSFA/FNSW departments.
- Supports all managers, committee members, coaches, players and staff.



ACCOUNTABILITY:

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

ESSENTIAL SKILLS:

- Consistently demonstrates alignment to the Club's Purpose and Values.
- 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.