Mount Colah Football Club
Position Description - Vice President
(Executive Committee Member)

JOB TITLE:

Vice President

OBJECTIVE:

To support the club President.

The Vice President helps the President by carrying out any duties as required by the President or committee. At an operational level, the major function of the Vice President is to convene committee meetings in the President's absence.

RESPONSIBILITIES:

- Assist the President as needed.
- Attend monthly committee meetings/forums where relevant.
- Attend monthly Executive committee meetings.
- Be actively involved in decision making.
- Manage/Chair monthly committee meetings and the clubs AGM in the President's absence.
- Be familiar with the club's Constitution, By-Laws and Rules of Competition.
- Be a facilitator for club activities.
- Be part of the Executive Committee.

RELATIONSHIPS:

- The Vice President reports to the club's President and the General Committee of the club.
- A close relationship is required with the Club's President.
- Communicates with and supports committee members, coaches, managers and players.

ACCOUNTABILITY:

- The Vice President is accountable to the President and General Committee of the club. The estimated time commitment required as the Vice President is 2 hours per week plus meetings.

ESSENTIAL SKILLS:

- Well informed of all club activities.

- Aware of the future direction and plans of the club.
- Able to chair committee or executive meetings in the President's absence.
- Possesses a good working knowledge of the club's Constitution, rules and the duties of its office holders and sub-committees.
- 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.