



Vice President – Job Description

Accountability	Executive Committee
Hours	Hours will vary average 10hrs per week.

GENERAL DESCRIPTION - OBJECTIVES

- To oversee all football related matters across the Club.
- Provide leadership to all football coaches, players, support staff and volunteers.
- To provide support to the president of the Club and in the event the president is unable to fulfil their duties the vice president fulfils the president's duties.
- To provide support to the Executive and Committee members to ensure the efficient operation of the club

RESPONSIBILITIES

- Attend monthly executive and general committee meetings
- Attend official meetings when required
- Ensure the effective and efficient operation of the Executive and all football operations.
- Preside over meetings in the absence of the President.
- Ensure that all sectors of the Club football operations are managed effectively and efficiently so that on field performance is maximized.
- Oversee the football development program so that participation at all levels is maximized.
- Ensure that all coaches and support staff are carrying out their duties as required.
- Have good knowledge of the club constitution, rules and duties of all committee positions
- Assist other Committee members in their duties as required.
- Be prepared to participate in Match Day Official and canteen rosters
- Provide leadership to the player and parent group by volunteering for and attending club functions and fundraising events.
- Willingness to attend training opportunities where necessary.

DESIRED QUALIFICATIONS - ACCREDITATIONS

- Good Communication
- First Aid Certificate (but be prepared to do a first aid course provided by the club.)
- Solid knowledge of football club operations

RELATIONSHIPS

- Liaises with executive committee, general committee and sub committees when necessary
- Liaises with club members when necessary
- Liaises with external parties to convey club business when necessary

REPORTING

- Provide a report to the executive committee before executive meetings on football operations of the club as necessary.
- Seek ratification from the executive committee prior to committing the Club to any financial expenditure or action.