



# Balgownie Junior Football Club

## Job description for: VICE PRESIDENT

### OVERVIEW:

The Vice President assists the Club President in performing their duties: sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. If the Club President is unavailable, to facilitate effective committee meetings in their place.

### RESPONSIBILITIES:

- Manage committee and/or executive meetings in the absence of the President
- Manage the annual general meeting in the absence of the President
- Represent the club/group at local, regional, state and national levels with or in place of the President
- Be responsible for the co-ordination of ground marshals for the season.
- Act as a facilitator for club/group activities
- Assist in ensuring the planning and budgeting for the future is carried out in accordance with the wishes of the members

### RELATIONSHIPS:

- President and General Committee.
- Football NSW, FSC and other external stakeholders.

### ACCOUNTABILITY:

- The Vice President is accountable to the Executive Committee.

### COMMITMENT LEVEL:

The estimated time commitment required as the Vice President is 1-2 hours per week during the season. This may be increased at the beginning of the season.

### ESSENTIAL SKILLS:

- Good leadership skills.
- Good listening ability.
- Effective communicator.
- Clear thinker and positive attitude.
- Able to maintain confidentiality on relevant matters.
- Ability to control and supervise others.
- Organise and delegate tasks.
- Dedicated club person and team player.
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.
- Is a supportive leader for all organisations' members