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| **POSITION DESCRIPTION – Vice President** | |
| **Organisation:** |  |
| **Job Title:** | Vice President of *(Club name)* |
| **Position Type:** | Voluntary |
| **Reports to:** | Committee members of *(Club name)*  President of *(Club name)* |
| **Currently filled by:** |  |
| **Commencement date:** |  |
| **End date:** |  |
| **Time Commitment:** | *Approximately 10 hours per week* |
| **POSITION DETAILS** | |
| **Purpose**  To assist the President as a leader of *(Club name)* and maintain their administration | |
| **Knowledge/Skills**   * Good communication skills with a friendly and caring attitude * Is well informed of all Club’s activities and its future direction and plans * Understanding of the Club’s Constitution, By-Laws, Policies and Procedures, or a general understanding of club Governance * Can maintain confidentiality on relevant matters * Capable of using Microsoft Word and Excel * MyNetball training is desirable | |
| **Typical time commitment**   * *Approximately 10 hours per week throughout the year* * *May be busier during registration period (generally February to April) and Saturday mornings through the winter season (May to September) may be required* | |
| **Responsibilities and Duties**   * Support and assist the President in their duties * In the absence or incapacity of the President to exercise all their powers, authorities and duties, preside over meetings, and represent the Club as required * To act as a public relations officer for the Club together with the President * Perform any other duties as directed by the committee * Attend as many competitions and Club events as possible to promote the Club and support the players, coaches, managers, clubs, umpires, parents, and spectators   **Member Protection**   * You may be required to obtain a Working With Children Check (*if usual duties involve, or are likely to involve, contact with a child (under 18))* * If exempt from requiring a Working With Children Check, you may need to obtain a Volunteer National Police Certificate | |
| **ADDITIONAL INFORMATION** | |
| **Volunteering in this position gives you the opportunity to:**   * Work as part of team dedicated to the growth and development of *(Association name)* * Meet and network with other volunteers and industry professionals * Have input into the goals and objectives of *(Association name)* * Use one’s skills in a positive and engaging way * Develop a greater understanding of sports management structures   For further information regarding this position please contact *(Association name) (Association contact details)* | |
| ***This position description is intended as an example/template only. It is the expectation of Netball WA that each Club/Club customise the content to suit their individual needs*** | |