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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
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| **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*
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| **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
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| **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*** |