

INSERT  
OWN LOGO  
HERE



Department of  
Local Government, Sport  
and Cultural Industries



PRINCIPAL PARTNER



GOLD  
INDUSTRY  
GROUP

## POSITION DESCRIPTION – Vice President

<b>Organisation:</b>	
<b>Job Title:</b>	Vice President of <i>(Association name)</i>
<b>Position Type:</b>	Voluntary
<b>Reports to:</b>	Committee members of <i>(Association name)</i> President of <i>(Association name)</i>
<b>Currently filled by:</b>	
<b>Commencement date:</b>	
<b>End date:</b>	
<b>Time Commitment:</b>	<i>Approximately 10 hours per week</i>

### POSITION DETAILS

#### Purpose

To assist the President as a leader of *(Association name)* and maintain their administration

#### Knowledge/Skills

- Good communication skills with a friendly and caring attitude
- Is well informed of all Association activities and its future direction and plans
- Understanding of the Association'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
- PlayHQ 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 Association as required
- To act as a public relations officer for the Association together with the President
- Perform any other duties as directed by the committee

INSERT  
OWN LOGO  
HERE



Department of  
Local Government, Sport  
and Cultural Industries



PRINCIPAL PARTNER



GOLD  
INDUSTRY  
GROUP

- Attend as many competitions and Association events as possible to promote the Association 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 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 Association/Club customise the content to suit their individual needs*