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Department of
Local Government, Sport
and Cultural Industries



PRINCIPAL PARTNER



GOLD
INDUSTRY
GROUP

POSITION DESCRIPTION – Vice President

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

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
- 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 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

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- 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