|  |  |
| --- | --- |
| **POSITION DESCRIPTION – Vice President** | |
| **Organisation** |  |
| **Job Title** | Vice President of *(Association name)* |
| **Position Type** | Voluntary |
| **Reports to** | Committee members of *(Association name)*  President of *(Association name)* |
| **Currently filled by** |  |
| **Commencement date** |  |
| **End date** |  |
| **Time Commitment** | *Approximately 2-5 hours per week* |
| **POSITION DETAILS** | |
| **Purpose**  To assist the President as a leader of *(Association name)* and maintain their administration | |
| **Knowledge/Skills**   * Understanding of Child Safeguarding and the WA Working with Children compliance requirements * Understanding of Associations activities and its future direction and plans * Understanding of the Associations Constitution, By-Laws, Policies and Procedures * Effective communication and good interpersonal skills * Act with integrity, confidentiality, and objectivity * Good organisational and record keeping skills * Positive and enthusiastic attitude * Computer literacy * PlayHQ training (desirable) * Senior First Aid Certificate (desirable) | |
| **Typical time commitment**   * *Approximately 2-5 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**   * 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 * Provide support to the President, assisting them to fulfil their responsibilities * Be informed of Association activities, including those on sub-committees * Have a good understanding and knowledge of all Association governance documents, including constitution, by-laws, policies and procedures as well as duties of all office holders * Provide support to the President in meeting the governance responsibilities of the Association, including but not limited to culture, goals and objectives, strategies, financial controls, complaints and disputes and position descriptions * Assist the President with meetings, communications, and key relationships * To act as a public relations officer for the Association together with the President * Perform any other duties as directed by the committee   **ESSENTIAL**   * National Volunteer Police Clearance * At all times ensure a Child Safe environment * Comply with the Netball Australia Member Protection Policy and Child Safeguarding Policy * Comply with the WA Working with Children Check (WWCC) Legislation which means:   + If your usual duties involve, or are likely to involve, contact with a child under 18 you will be required to obtain a WWCC unless an exemption applies * Promote and display the Associations/Clubs values and behaviours * Promote netball in a positive manner | |
| **ADDITIONAL INFORMATION** | |
| **Volunteering in this position gives you the opportunity to:**   * Work as part of a 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 your 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 and contact details)* | |

|  |
| --- |
| ***NWA-RES-13 Association Vice President PD***  ***This position description template/example has been developed for Associations/Clubs to assist them in developing their own resource. It is the expectation from Netball WA that each Association/Club customise the content to suit their individual needs. Please note that the ESSENTIAL is a requirement and should not be deleted, however may be expanded on as required.***  ***Created: May 2023*** |