



Position Description – Vice President

OBJECTIVE:

Assist the President with his/her duties.

RESPONSIBILITIES / TASKS:

- Stand-in for the President if/when required
- In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively
- Be an alternate signatory for the Club for legal purposes and financial purposes
- Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committees
- Coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required
- Represent the Club at meetings and forums as agreed with by the President
- Other duties as nominated by the President and / or Committee
- Liaise with Sub Committee Chairs in regard to their sports

RELATIONSHIPS:

- Senior Football Chair
- Junior Football Chair
- Director of Netball
- Fixture Controller

ACCOUNTABILITY:

- The Vice President is accountable to the President and the Committee.

<INSERT MF LOGO>

MEMBER FEDERATION NAME
Member Federation Postal Address
Member Federation Street Address
T MF Phone
F MF Fax
MF Website
MF Generic E-Mail