

# Position Description – Vice President

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The Vice President is the person who (a) provides cover for Club President role in function and activities when the President is absent or as requested by the President to fulfill (b) provides overall Club leadership support to the President.

## Responsible To

The Vice President is directly responsible to the President of Ignite Netball Club and to the broader Committee and is a member of the Executive Committee.

## Responsibilities and Duties

The Vice President should support the President whenever delegated or during the absence of the President:

- Act as Chair of committee meetings in the absence of the President
- Represent the Club at local, regional, state and national levels
- Act as a facilitator for Club activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Provide input and advice on Club policies and governance, including the Constitution and By-Laws.
- Attend regular Club meetings and represent the Club at White Netball Association Meetings where requested.
- Input into and support the Club's complaints & incidents process.

## Knowledge and Skills Required

Ideally the Vice President is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Is able to empathise with players and parents
- Has a good working knowledge of the rules of Netball and skill development
- Manage committee and executive meetings
- Manage the annual general meeting
- Represent the Club at local, regional, state and national levels
- Act as a facilitator for Club activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

## Estimated Time Commitment Required

The estimated time commitment required as the Vice President of Ignite Netball Club is 2 hours per month.

Last updated: September 2023