

# Vice President

## South Tweed Community Touch Association Incorporated



### Position Description

**Position Title:** Vice President

**Reports To:** President, Treasurer, Secretary and Registrar

### Role Description

#### A. Primary Purpose of the Role

The Vice President works closely with and supports the President. The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason, this is to be done in accordance with Club Rules.

The Vice President role is an ideal position for those considering becoming Club Presidents in the future, as the Vice President works closely with the President to support them and assist in the fulfillment of the leadership and governance responsibilities and success of the Club.

The Vice President is ultimately responsible for the Club along with the President. It should be understood that the duties of the Vice President are numerous and require considerable time and effort. Honorarium fee \$700 and the payment of the honorarium will be paid accordingly.

#### B. Role Responsibilities

- Have a strong understanding of the legal and compliance obligations of running the Club
- Ensure legislative and compliance obligations are met
- Have a good working knowledge and understanding of the Club Constitution, Club Rules, By Laws, policies, procedures and regulations as well as the responsibilities of all Executive / General / Sub Committee Members, Volunteers, Coaches and Club Members
- Ensure all complaints and disputes are immediately investigated and responded to according to the Club policies and procedures
- Be aware of the future directions and plans of Club and Club Members
- Be aware of legal privacy regulations and ensure the requirements are implemented
- Maintain confidentiality on relevant and delicate matters
- Handle all Vice Presidential Club correspondence, responding to any correspondence as required
- Clear email address regularly and before Executive / General Committee Meetings and the Annual General Meeting for the correspondence to be distributed and dealt with at meetings
- Record all inward and outward correspondence and acknowledge where necessary
- File copies of all correspondence and retain for the required timeframe
- Have a good working knowledge of meeting procedures
- In conjunction with the President, schedule all Executive / General Committee Meetings and the Annual General Meeting as early as possible
- Update your position description and any operating manuals, policies and procedures and provide the Secretary with the updated version prior to the Annual General Meeting
- Add items to the Executive / General Committee Meetings agenda, including the Annual General Meeting agenda (working with the Secretary)
- Maintain a sound knowledge of Qld Touch Football Rules and Regulations
- Cooperate with and assist the Executive / General Committee with their responsibilities
- Support and encourage all Club Members to respect and support the Club and TFA Rules
- Have a sound understanding of Touch Football Rules and Regulations

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### B. Role Responsibilities – continued

- Accept and discuss reports from key members and sub committees concerning day to day management activities of the Club: Coaches, Team Delegates, Covid Safety Officers, Players and Sponsors
- Support and encourage internal training and education programs recommended for the Club's Executive Committee and any other Club Members at the request of the Executive Committee (e.g. Referee and Coaching Courses etc)
- Oversee and coordinate the Club's communication strategy including its website, email addresses, social media and Dropbox – update these when needed
- Update the password register when required (new account or password change)
- Assist in the setup of the New Season's Competition with the Executive Committee
- Liaise with Club Members and Coaches to assist and resolve individual sign on/registration issues
- Ensure Teams contain players of the correct age and identify Teams and Representative players
- Maintain MySideline and manage the movement of players in line with Team changes
- Accept individual nominations and communicate if Teams are able to be found
- Provide information as required to enable player records and Team records to be maintained
- Ensure all players are registered and in the current Season
- Keep the Committee informed of the status of registrations at all times
- Ensure that any documentation issued by the Committee for circulation to players and Club Members is duly circulated to those intended
- Print off Team Sheets and Score Cards weekly by Wednesday
- Enter scores into MySideline after each time slot
- File Team sheets after each time slot
- Update Friday Night shirt list and distribution of new shirts
- After the Grand Final update all Team names from that Season (e.g. Centaurs changes to Centaurs 2020)
- In conjunction with the current Executive Committee coordinate the handover for the incoming Executive / General Committee, Sub Committees, Club Members, Coaches and Volunteers

### C. In the absence of the President, the Vice President will:

- Ensure all responsibilities of the President are undertaken
- Be well informed of all Club activities, especially those of all Sub Committees
- Act as spokesperson for the Club and represent it at locally, regionally and nationally as required
- Ensure the Club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- All Club activities are documented in operations manuals, policies and procedures
- Handle all Presidential Club correspondence, responding to any correspondence as required
- Ensures the Committee receive regular, accurate financial reporting budgets and cash flow projections
- Maintain strong financial controls to ensure all monies are accounted for and handled in accordance with the Cash Handling Policy – (e.g. money to be stored in the safe when needed, two people to sign for the Canteen and all signatories are updated etc)
- Ensure the Health and Safety of all Club participants
- All Club positions, roles and Sub Committees have regularly reviewed position descriptions or terms of references
- Consider the meeting agendas before an Executive / General Committee and Annual General Meeting
- Chair all Executive / General Committee Meetings and the Annual General Meeting
- Sign the Minutes confirming they are a true and correct reflection of the meetings

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### C. In the absence of the President, the Vice President will: - continued

- Act as the “public officer” for the Club - Complete and give to the Treasurer the NSW Government Fair Trading Form A9 Notice of appointment of public officer and Notice of change of association address

### Essential Skills and Requirements

- Be willing to learn and fulfill the primary purpose of the role and responsibilities and be receptive to change
- Act in the best interest of the Club Members at all times
- Dedicated Club person, be an active Club member and attend all Committee Meetings
- Undertake the role in good faith and honesty, be unbiased and impartial on all issues
- Have good planning and organisational skills and be able to communicate with a wide range of people
- Have a good understanding of sporting competition requirements at local, regional and higher levels
- Effective communicator and able to provide calculated opinion in group discussions at Committee Meetings
- Proficient computer skills
- Be discreet and able to maintain confidentiality on relevant matters
- Hold or willing to apply for a current volunteer Working with Children Check

If at any stage the Vice President becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the President of the conflict who will immediately inform all other Committee Members.