

POSITION DESCRIPTION

CLUB VICE PRESIDENT



Executive Role

To support the President in decision making, overseeing and long-term focus level of the committee.

Objectives

- To provide strong, efficient and effective leadership for the club.
- Ensure the club is run efficiently, administratively, financially and socially to support all on-field activities.
- To provide support to the executive and non-committee members to ensure the efficient operation of the club.
- To provide a safe and enjoyable sporting and recreational environment for all club members and ensure all activities are played in a fair and competitive spirit.
- To provide support to the support staff and volunteers.

Responsibilities

- To assist the president to ensure there is a **current Strategic and Operational Plan** in place, and that all appropriate people are made responsible for their performance outcomes to better the club
- Ensure the executive committee members and non-executive committee members **fulfil their responsibilities** to the club under the direction of the President.
- Be familiar with the **rules and practices** of the governing bodies including local council and any other body that requires governance implementation.
- **Preside over all meetings** of the club committee in the absence of the President.
- Manage any **public comment** concerning any situation or incident that may reflect on the public well-being of the club in the absence of the President.
- Act as the club **delegate at FSA and/or AVSACA** meetings in the best interests of the club in the absence of the President.
- Act as **tribunal delegate** as required.
- **Review all position descriptions** on a regular basis to ensure accuracy.
- Ensure that all sectors of the **club football operations are managed effectively and efficiently** so that on field performance is maximised.
- Ensure the smooth running of the **soccer development program** so that participation at junior and senior levels is maximised.
- Ensure that all coaches and support staff are **carrying out their duties as required**.
- **Oversee recruitment of coaches and players** according to policies outlined by the **Football Directors and Head Coach**.
- Undertake tasks at the request of the executive or non-executive committee.

Relationships

- Reports to the members and executive committee.
- Supports all executives, members, and volunteers.
- Liaises with the executive committee.
- Liaises with the non-executive committees.
- Liaises with the governing associations.
- Liaises with the local council.

Accountability

- The Vice President is accountable to the President and the executive committee.
- Provides a report on any aspect of portfolio operations to the executive committee when requested.
- Seeks ratification from the appropriate committee member prior to committing the club to any financial expenditure or action.

Commitment

Time commitment: approximately 30 hours per week up to 40 hours per week during peak periods

Version: June 2026
Review date: October 2026
Approved: Vice President

Date:

Signature: