

Vice President

Reports to: President

Purpose:

The Vice President will play a key leadership role in supporting the President, Committee and overall success of the Club. The Vice President will work closely with the President to coordinate the Committee, oversee Club operations and performance, and provide leadership and guidance across the Club's football program. This includes supporting coaches and football staff and helping ensure football operations are efficient, fair and inclusive. The Vice President will step into the duties and responsibilities of the President when the President is unavailable.

Key Responsibilities:

- Maintain a sound understanding of the Club Constitution, rules, by-laws, policies and procedures, and relevant governance and compliance obligations.
- Support the President with Club leadership, planning, governance and the effective operation of the Committee.
- Assist the President in setting agendas for Committee and General Meetings and chair meetings when the President is unavailable.
- Act as an authorised alternate signatory for the Club where required for financial, legal or administrative purposes.
- Coordinate Club planning and support the development, implementation and review of plans and priorities by the Committee.
- Oversee the planning, delivery and ongoing improvement of football operations across relevant teams and age groups.
- Support the recruitment, appointment and ongoing support of coaches in accordance with Club policies and requirements.
- Support football development pathways that encourage player development, participation, growth and retention.
- Maintain effective communication with coaches and football staff and ensure they are supported and operating in line with Club standards.
- Work collaboratively with Committee members to deliver Club events, strategic priorities and improvement initiatives.

- Promote a safe, respectful, inclusive and positive Club environment for players, coaches, volunteers, families and members.
- Represent the Club professionally when engaging with associations, suppliers and other external stakeholders.
- Undertake other reasonable duties as requested by the President or Committee.

Skills & Desirable Characteristics:

- Hold or willing to apply for a current volunteer "Working with Children Check"
- Effective communication skills
- Understand league requirements at local, regional and state levels (junior and senior levels)
- Coordinate organisational activities
- Able to maintain confidentiality on relevant matters
- Unbiased and impartial on all issues.