

# VICE PRESIDENT

## POSITION DESCRIPTION



## PRIMARY PURPOSE OF POSITION

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The role of the Vice President is to assist the President in providing leadership and responsibility for the organisation and the Committee, while supporting the association by stepping into President's roles where needed.

- Ensure (club name) promotes the participation and achievement of gliding for the needs of its members, community, and additional stakeholders.
- Be well informed of all organisational activities and be able to provide oversight as required.
- Ensure (club name) is run efficiently administratively, financially, and socially to support all activities.
- Be forward thinking and committed to meeting the overall goals of the club.
- Ensure strategies to embed an organisational culture of member protection through effective leadership arrangements.
- Have a good working knowledge of the (club name) Constitution, rules, and duties of office bearers.
- Be able to work collaboratively with other Committee members.
- Be a good listener and attuned to the interests of members and other stakeholders.
- Provide support to the Committee (and Executive) members to ensure efficient operation of the organisation.
- Seek ratification from the appropriate Committee members or Operational members prior to committing the (club name) to any financial expenditure or action.
- Provide a safe and enjoyable recreation and competitive environment for all (club name) members.
- Be able to raise concerns with the President where they arise.

## Key Responsibilities

- Perform President's duties when President is unable.
- Assist the President and perform other such duties as directed.
- In the absence of the President, chair Committee meetings ensuring meetings are run efficiently and effectively.
- Be an alternate signatory for the Club for legal and financial purposes.
- Strong efficient and effective leadership for the Association, while being a positive role model.
- Assist in ensuring Committee members fulfil their responsibilities while being accountable to the Association.
- Work with the Committee to ensure goals and relevant strategic and facility plans are developed in order to achieve the goals of the Association.
- Coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the Committee and enacted as required.
- Ensure planning and budgeting for future purposes is carried out in accordance with the wishes of members and Committee.

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- Uphold Constitution, By-Laws, rules, policies, and procedures of the Association.
- Represent (club name) in discussions with their affiliates, state and local government, state gliding body and Gliding Australia.
- Assist in the development of partnerships, potential stakeholders, and funding opportunities.

### Knowledge, skills, and abilities

- Can communicate effectively and listen to feedback and views of members and other interested parties.
- Ability to manage people, lead meetings and delegate.
- Confident in supporting strategic direction, maintaining a focus on the “big picture”.
- Ability to engage, encourage and lift the level of services.
- Aware of future direction and plans of Associations meetings.
- A good understanding of sporting requirements at local, regional, and higher levels.
- A good understanding of the (club name) Constitution, rules, and the duties of its office holders.
- Can maintain confidentiality on relevant matters.
- Ability to forward plan and lead (club name) to reaching its short- and long-term goals.
- Well-developed decision-making skills.
- Receptive to change.
- Communication and negotiating skills, approachable and a dedicated Association person.

### Other requirements

- Induction Training
- Working with Children Check (insert correct state authority)
- If at any stage the (club name) Vice President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the (club name) Secretary.