

# GOULBURN TOUCH ASSOCIATION



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Carr-Confoy Oval, Goulburn

## Position Description – Vice President

<b>Job Purpose</b>	The role of the Vice President is to assist the President to carry out their duties and assume the role of the presiding officer in the event that the President is unable at any time.
<b>Job Responsibilities</b>	<p>Primary responsibilities for the role of Vice President include:</p> <ul style="list-style-type: none"><li>• Assist the President with all tasks detailed in the President's job description.</li><li>• In the absence of the President, fulfil President's role and job description.</li><li>• In the absence of the President, chair all meetings in accordance with the rules of association. This includes having the casting vote upon deadlocks (as per Constitution).</li><li>• Be fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of everyone involved in the club.</li><li>• Be unbiased and impartial, give clear direction and set an example for others to follow.</li><li>• Be an effective and efficient chairperson, encourage focused discussion and have sound knowledge of debating and meeting procedures.</li><li>• Be well informed of all club events and activities. Have a sound understanding of all club policies and procedures, as well as the responsibilities and duties of committee and sub-committee members.</li><li>• Maintain an overview of the club's strategic planning process.</li><li>• Be prepared to make difficult decisions on behalf of the club if necessary.</li><li>• Develop and maintain a sound understanding of the club, NSWTA, TFA code of conduct, rules, policies and guidelines.</li><li>• Foster, promote and where necessary, insist, that all club members respect and abide by the club, NSWTA, TFA code of conduct, rules, policies and guidelines.</li><li>• Attend and preside at all executive, special, committee and annual general meetings.</li><li>• Assist the President to: –<ul style="list-style-type: none"><li>○ Ensure at all times the management of the club remains positive and progressive and the objectives and aims of the club are respected and observed</li><li>○ ensure that the Club's financial management procedures remain on target</li><li>○ ensure that responsibilities delegated to the Committee and various office bearers are widely communicated, understood and followed through</li></ul></li><li>• Perform any other duties as required by the Committee</li></ul>
<b>People Management</b>	Yes – accountable for all committee members and office holders
<b>Budget Management</b>	Yes – required to work with the Treasurer in managing annual budget.
<b>Reports To</b>	Executive Committee

**Note:**

- This position requires a clearance/s to work with children which is an essential component of this role and therefore to continuing employment.
- The ordinary working hours for the position can include duty on weekends and evenings.
- The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment.

JOB HOLDER CAPABILITIES	
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience in a leadership role in a not-for-profit, volunteer-based organisation is preferable.</li> <li>• Knowledge of the laws and legislation relating to non-profit organisations.</li> </ul>
<b>Knowledge and Skills</b>	<p>Ideally the Vice President is someone who:</p> <ul style="list-style-type: none"> <li>• Can communicate effectively and possesses strong communication and interpersonal skills, with particular emphasis on public speaking.</li> <li>• Is well informed of all organisation activities</li> <li>• Is aware of the future directions and plans of members</li> <li>• Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees</li> <li>• Is a supportive leader for all association members.</li> <li>• Strong management skills and ability to delegate and work collaboratively with committee members.</li> <li>• Ability to chair committee and executive meetings.</li> <li>• Well-developed decision-making skills. Experience with planning and operations.</li> <li>• Sound financial management skills.</li> <li>• Receptive to change.</li> <li>• Dedicated club person and good role model when representing the committee.</li> </ul>