



ULVERSTONE SOCCER CLUB

Flora Street Sports Complex

PO Box 118, Ulverstone TAS 7315

ABN: 93 921 535 989

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CLUB POLICY DOCUMENT

Title: Vice-President PD

Policy: UPD02

Version: 0.2

Revised: 2018, October 15

VICE-PRESIDENT

ROLE DESCRIPTION:

The club Vice-President (VP) has a strategic role to play in supporting the President in representing the vision and objectives of the organisation.

While the VPs role will vary depending on the Presidents requirements, they will need to be aware of everything that is going on around the club in the event where they may need to act on behalf of the club if the President is unavailable.

RESPONSIBILITIES:

- Attend regular committee meetings
- Assist the President with providing direction and oversight of the committee and the club
- Work in conjunction with the President to provide stable and consistent leadership of the organisation
- Speak or Act on behalf on the President if they are unavailable
- Support and encourage the vision of the club

QUALIFICATIONS AND EXPERIENCE:

- Demonstrated leadership skills
- Effective communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Ability to ensure decisions are made and adhered to
- Excellent time management
- Understand how a committee operates
- Experience of organisation and people management
- Knowledge of operating requirements of an incorporated body
- Passion and enthusiasm to see the club develop and thrive

TIME COMMITMENT:

The role of Vice-President requires an estimated volunteer commitment of 2-3 hours / week.