



# Dunoon United Football Club

## Position Description

### Vice President

#### Objective

To assume the duties of the President in the President's absence and otherwise assist the President as required to ensure the club is run efficiently administratively, financially and socially, to support all club activities.

#### Responsibilities

- Actively promote events and activities of the club.

In the absence of the President:

- Ensure committee members, team managers and coaches fulfil their responsibilities to the club.
- Attend FFNC and Council meetings/forums where relevant.
- Manage/Chair monthly committee meetings and the AGM.
- Discuss the agenda items prior to each committee meeting with the Secretary and ensure that it is circulated to relevant members in plenty of time.
- Ensure that all sub-committees are accountable and responsible.
- Member of the Financial Assistance Sub-Committee.
- Report activities of the portfolio to the membership of the AGM.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of members.
- Review Constitution, By-Laws and Rules of Competition.
- Adopt risk management, smoke free, sun smart, code of conduct and safe alcohol policies.
- Be available to handle any disputes.

#### Relationships

- The Vice President reports to the President and General Committee.

In the absence of the President:

- A close relationship is required with all FFNC departments.
- Supports all managers, committee members, coaches, players, parents staff and other volunteers.

#### Accountability

- The Vice President is accountable to the President and General Committee.

#### Essential Skills

- Well informed of all club activities.
- Aware of the future direction and plans of club meetings.
- Able to chair committee or executive meetings.
- A good understanding of league requirements at local, regional and higher levels.
- Possesses a good working knowledge of the club's Constitution, rules and the duties of its office holders and sub-committees.
- Well versed in the rules or procedures for varying meeting types and unbiased and impartial on all issues.



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- Well informed about the purpose of any meeting and items to be covered and is able to avoid repetition, arguments, interruptions and deviation from the matter under discussion.
- Receptive to change.
- Dedicated club person.
- Be approachable.
- Able and willing to liaise with other stakeholders including FFNC, NNSW Football, FFA and other clubs as required.

### **Desirable Skills**

- Ability to plan events and activities.
- Financial skills/knowledge.
- Empathy.
- Communication and negotiating skills.
- Listening skills.

### **Time Commitment**

The estimated time commitment required as the Vice President is 3-4 hours per week.