



Majura Football Club Position Description – Vice President

JOB TITLE:

Vice President (Volunteer Position)

HOURS PER WEEK:

The estimated time commitment required as the Vice President is a minimum of 2-3 hours per week around peak periods such as the start of season. Away from these times, it would decrease as the season progresses.

ROLE DESCRIPTION:

- To co-ordinate all off field football activities for the Clubs teams to ensure that all players and off field staff are provided with the highest level of support to enable them to compete and perform their tasks.
- To provide support to the Executive and club Committee members to ensure the efficient operation of the club.

RESPONSIBILITIES:

- Act as President if the President is absent.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President and club Committee.
- A point of contact and club liaison with external stakeholders including Capital Football and the ACT Government.
- Formulation of the Club Strategy and Business/Operational Plan.
- Oversee the duties of the Canteen Manager and employment of the Administrator and other club roles that are allocated to operations.
- Ensure that all club contracts fall within the allocated budget and that variations are brought to the club Committee prior to the club being committed to the variation.
- Liaise between players, coaches, Club Executive and Club Committee.
- Oversees the maintenance and management of the clubhouse.
- Ensure players attending League tribunal hearings are supported by quality advocates.
- Be available in a supportive capacity in handling dispute resolution.

RELATIONSHIPS:

- Reports to the President, and to the club Committee.
- Supports club officials in their match day responsibilities.
- Liaises with official Club suppliers & other key stakeholders.



ACCOUNTABILITY:

- Vice President is accountable to the President and Club Committee.
- Provide a report on club operations to the monthly Committee meeting as appropriate.

ESSENTIAL SKILLS:

- Good organisation skills.
- Good communicator.
- Good Coordination skills.
- Able to prioritise tasks.
- Problem solving skills.
- Passionate about the club and team.

DESIRABLE SKILLS:

- Understanding or ability to gain an understanding of the rules and regulations of the competition.

VOLUNTEER BENEFITS:

- Community club leadership role.
- Enhances personal organisational skills.
- Enhances communication skills.
- Enhances broader liaison skills and problem solving skills.