

## **Vice President Pakenham Bowls Club.**

The role of Vice President generally is to work closely with and support the club President. The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason. (In accordance with club rules).

The role of Vice President is the ideal position for those considering becoming club Presidents in the future, as the Vice President should work closely with the President to support them to undertake the leadership and governance responsibilities of the club.

### **Knowledge.**

To successfully undertake the role of Vice President the role requires the person:

- To be well informed of all club activities, especially those of all sub committees.
- Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders.
- Strong understanding of the legal and compliance obligations of running the club.

### **Governance.**

The Vice President will assist the President ensure the club undertakes its key governance responsibilities include ensuring the club:

- Defines and documents our club culture and behaviors and continually communicates them to members, players, coaches, supporters and volunteers.
- Ensures the club has clearly defined goals and objectives and documented
- Ensure compliance and legislative obligations are met.
- Ensure the health and safety of all club participants.
- Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures.
- All club positions, roles and sub committees have regularly reviewed position descriptions or terms of references.
- All club activities are documented in operations manuals, policies and procedures.
- Volunteers are trained and supported throughout the year to undertake their roles successfully.

### **Requirements.**

The Vice President is expected to:

- Act in the best interest of the members at all times.
- Attend all Committee meetings.
- Undertake the role in good faith and honesty.

### **Essential Skills:**

- Hold or willing to apply for a current volunteer “working with children” check (if relevant).
- Can communicate effectively.
- Is well informed of all other tasks – handle bookings and entries, respond to general duties as directed by the club.
- Can oversee organizational activities.
- Is aware of the future directions and plans of members.
- Has a good working knowledge of the rules of the club and the duties of all office holders and subcommittees.
- Is a supportive leader for all members.
- Able to chair committee or executive meetings.
- A good understanding of league requirements at local, regional and higher levels.
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated club person.

### **Meetings, communication and key relationships.**

The Vice President will:

Assist the President to set the agenda for each committee meeting and general meeting, including the clubs annual general meeting.

In the absence of the President, the Vice President will:

- Setting the agenda for each committee and general meeting, including the clubs annual general meeting.
- Regularly liaise with committees to ensure they receive assistance and support as and when they need it
- Ensure that all committees are regularly reporting to the board.
- Ensure committee members, team managers and coaches fulfil their responsibilities to the club.
- Ensure the key stakeholder relationships of the club are maintained and nurtured.
- Ensure all responsibilities of the President are undertaken including all of the committees.

### **Key areas of Responsibility.**

The general role of the Vice President is to support the President, assisting to fulfill the responsibilities.

- Social Bowls
- Tournaments and Special Events
- Non-member bowls
- Pennant
- Training and development
- Greens operation

## **Reporting**

The general role of the Vice President is to support the President, assisting to fulfil the responsibilities.

- Start of year reporting
- Monthly reporting
- End of year
  - Provide reports for the Annual General meeting.
  - Provide methodologies and recommendations for possible new board and office holders on the operation of:

If at any stage the Vice President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

## **End of year hand over.**

- Updating key documents.
  - At the end of each year a key activity of the Vice President will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Community Soccer Hub secretary prior to the Annual General Meeting each year.
- Induction of the incoming Vice President.
  - An important responsibility of outgoing Vice President is to train, mentor and support the incoming Vice President.