



POSITION DESCRIPTION – VICE PRESIDENT

The Vice President has the responsibility to support the President in running the club. The Vice President is to be ready and willing to take over the role of the President of the club should the President become unavailable for any reason.

SKILLS AND REQUIREMENTS:- Sound leadership and effective communication; Significant experience in Rugby league activities; Understanding of the sporting and competition requirement at all levels.

ORGANISATIONAL RELATIONSHIPS:- All Committee and Sub-Committee of the club; Members and Volunteers; Local and State Sporting Association; Members of Parliament both Local/ State/Federal.

KEY RESPONSIBILITIES

- All Committee Members must ensure the club complies with all legislation - Association Incorporation; Member protection, welfare and safety; Fund Raising; Food Handling; Liquor Licensing Laws; Office of Fair Trade and National/State/Local Sporting Associations.
- All Committee Members must ensure the club is run according to its rules (constitution), purpose, policies and procedures.
- All Committee Members must oversee the financial affairs of the club, ensuring the club stays solvent.
- All Committee Members must ensure the sustainability of the club, both financially and membership.
- All Committee Members must create and manage a risk management plan that minimises risks associated with all club activities.
- All Committee Members must plan, define and deliver the clubs objectives and strategic plan for the future.
- All Committee Members must create club culture, ensuring the sporting, competitive and social needs of members are met.
- All Committee Members create and implement a succession plan for all roles within the club. Collect, protect, maintain and hand over critical club information from one year to the next.
- All Committee Members assist with maintaining, issuing and receiving all club equipment during the season.
- All Committee Members to be available to assist with Club Opening and Closing; Game Days; Club Functions.
- Vice President is to be well informed of all club activities, ensure committee members, coaches and managers fulfil their responsibilities to the club.
- Vice President needs to be prepared to make difficult decisions on behalf of the club if necessary. To be fair and reasonable, show consideration and understanding towards the feelings, hopes and expectations of everyone involved in the club.
- Vice President ensures all complaints and disputes are immediately investigated and responded to according to club policies and procedures.
- Vice President supports and encourage all club members to respect and support the ARL National Code of Conduct and Code of Safe Play.
- Vice President insist on all members respecting and abiding by the clubs rules and discipline provisions.
- Vice President must be prepared to take on the role of President should the need arise.
- All Committee Members must act in the best interest of the entire club and its members at all times, and not use their position for promotion of an individual.