



Vermont Vultures Basketball Club position description – Vice President

Updated 30/11/2023

Role: Vice President

Reports to: Executive Committee

Role classification: Voluntary

Committee member: Yes

Expected hours of work: 10 -20 hours per month, variable by month

Purpose

The purpose of this document is to outline the roles and responsibilities of the Vice President at the Vermont Vultures Basketball Club (The Club). These roles and responsibilities are not intended to be exhaustive, but rather to outline what is typically required to fulfil the role.

Summary

The role of Vice President is a key role within the Vermont Vultures. The role of Vice President is the ideal position for those considering becoming The Club President 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.

Role description

The Vice President role is generally 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. The Vice President is supported by the President and the Executive Committee and is required to assist the President perform the following duties:

1. Ensures the club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
2. Defines and documents its club culture and behaviours and continually communicates them to members, players, coaches, supporters and volunteers
3. Ensures the committee receive regular and accurate financial reporting, budgets and cash flow projections
4. Ensure compliance and legislative obligations are met
5. Ensure the health and safety of all club participants
6. Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
7. All club positions, roles and sub committees have regularly reviewed position descriptions or terms of references
8. Ensure committee members, team manager and coaches fulfil their responsibilities to the club.
9. Act as a spokesperson for the club and represent it locally and regionally, as required. Additionally, in lieu of a Committee member performing the Child Welfare & Safety role, the Vice President will assume the responsibilities of that position.

Skills required

The successful applicant will possess:

- Understanding of compliance requirements for community based sporting organisations.
- Experience with managing organisations, business or similar
- Can communicate effectively both with individuals, The Club Committee, The Club members, and the local association
- Able to chair committee or executive meetings.

Qualifications required

- Past experience in a similar operational role (paid or voluntary)
- Current Working with Children Check
- A past or current affiliation with The Club as player, parent/guardian, Committee member, or active supporter



Mandatory Competencies/Licenses

- Working with Children Check

For more information on this role

Club Secretary secretary@vermontvultures.org.au