



VICE PRESIDENT

Summary:

The Vice President of the South Upwey Netball Club primarily assists the Club President of South Upwey Netball Club, as directed by the Club President. The Vice President supports all committee members in the efficient performance of their roles

The Vice President forms part of the Executive Committee along with the President, Treasurer and Secretary. The Executive Committee on occasions have the power to meet to deal with any particular matter or matters upon such terms as the Committee may think fit.

Responsible to:

The Vice President is elected by the South Upwey Netball Club members and is responsible for representing the views of the South Upwey Netball Club Committee and the Club's Members when delegated to act on behalf of the Club President.

Responsibilities and Duties:

- To assist the Club President in managing the committee and/or executive meetings
- To support the President and fill in if President is unavailable
- Be well informed of all club activities & familiar with President's role
- Attend meetings
- Chair meetings when President is absent.
- May be the signatory on club cheques (with at least one other)
- Provide support and guidance to all club members where issues may arise.
- Have a good working knowledge of the constitution, how the club runs and the duties of committee members.
- Set up registrations, products, create teams, assign roles and generally oversee the use of netball connect, in consultation with the President.
- Attend at least one MDNA Delegate meeting.

Knowledge and Skills:

- Good people skills and an interest in all aspects of the workings of the Club.



South Upwey Netball Club
PO Box 1369
Upwey
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- Good knowledge of the South Upwey Netball Club Constitution and duties of committee members
- Well informed of club activities
- Is aware of the future directions and plans of the club
- Able to maintain confidentiality on relevant matters.
- Is a supportive leader for all organizational members
- Competent computer skills.