

## **Forrestfield United Soccer Club Position Description – Vice President**

### **JOB TITLE:**

Vice President

### **OBJECTIVE:**

To ensure the club promotes the participation and achievement of its teams. Ensure the club is run efficiently administratively, financially and socially to support all on-field activities.

The Vice President helps the committee prioritise its goals and keeps the committee on track by working within the club's framework. At an operational level, the major function of the President is to facilitate effective committee meetings.

### **RESPONSIBILITIES:**

- Ensure committee members, team manager and coaches fulfil their responsibilities to the club.
- Attend FFV and Council meetings/forums where relevant.
- Ensure that all sub-committees are accountable and responsible.
- Report activities of the portfolio to the membership of the AGM.
- Review Constitution, By-Laws and Rules of Competition. Ensure all youth/senior teams are advised of rules before season commencement.
- Adopt risk management, smoke free, sun smart, code of conduct and safe alcohol policies.
- Be a facilitator for club activities.
- Arrange youth teams end of year wind up.
- Ensure all coaches/managers of youth and senior teams hold relevant WWC checks
- Be available to handle any disputes.
- Liaise with relevant stakeholders including local Council.
- Perform ground duty as required.

### **RELATIONSHIPS:**

- The Vice President reports to the club's members and General Committee of the club.
- A close relationship is required with all FFV departments.
- Supports all managers, committee members, coaches, players and staff.

### **ACCOUNTABILITY:**

- The Vice President is accountable to the members and General Committee of the club. The estimated time commitment required as the President is 3-4 hours per week.

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**MEMBER FEDERATION NAME**  
Member Federation Postal Address  
Member Federation Street Address  
T MF Phone  
F MF Fax  
MF Website  
MF Generic E-Mail

**ESSENTIAL SKILLS:**

- Well informed of all club activities.
- Aware of the future direction and plans of club meetings.
- Able to chair committee or executive meetings.
- A good understanding of league requirements at local, regional and higher levels.
- Possesses a good working knowledge of the club's Constitution, rules and the duties of its office holders and sub-committees.
- Well versed in the rules or procedures for varying meeting types and unbiased and impartial on all issues.
- Well informed about the purpose of any meeting and items to be covered and is able to avoid repetition, arguments, interruptions and deviation from the matter under discussion.
- Receptive to change.
- Dedicated club person.
- Be approachable.

**DESIRABLE SKILLS:**

- Ability to plan events and activities for a year.
- Financial skills/knowledge.
- Empathy.
- Communication and negotiating skills.
- Listening skills.
- Calm and receptive to all members.

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