



Vice President

Volunteer Committee Position Description

Reports To

President / Elected by the membership at the AGM

Works Closely With

President, Secretary, Treasurer, all committee members

PURPOSE OF THE ROLE

The Vice President supports the President in leading the club and steps up to perform the President's duties when they are unavailable. This is a critical backup role that ensures the club always has strong, consistent leadership — and a natural pathway for someone who may wish to become President in the future.

KEY RESPONSIBILITIES

- Support the President in their day-to-day duties and strategic responsibilities
- Chair committee meetings and perform all Presidential duties when the President is absent or unavailable
- Maintain a thorough working knowledge of the club's constitution, rules, by-laws, policies, and procedures, as well as the roles and responsibilities of all committee members
- Understand the legal and compliance obligations of running the club and ensure they are adhered to
- Assist the President and committee in developing clearly defined goals, objectives, and implementation plans for each season
- Regularly liaise with the President to ensure the club is meeting its overall goals and strategic priorities
- Represent the club at external events or functions when the President cannot attend
- Build strong relationships across the committee to support a positive and collaborative culture
- Be ready to step into the President role at short notice if required

TIME COMMITMENT

 4–8 hours/month (increases significantly if stepping in for the President)

People Management

Yes — accountable for all committee members when assuming President's responsibilities

Budget Management

Yes — when acting in President's absence

SKILLS & EXPERIENCE (HELPFUL, NOT REQUIRED)

- Previous committee or leadership experience in a not-for-profit or volunteer-based organisation
- Strong understanding of the club's constitution, rules, by-laws, policies, and procedures
- Strong communication and interpersonal skills, with an emphasis on public speaking and chairing meetings
- Well-developed decision-making skills and ability to delegate and work collaboratively
- Calm, dependable, and trusted by the committee
- Experience with planning and operations

Essential Requirements

This role requires a current Working With Children Check (WWCC) — or willingness to obtain one prior to commencing the role. The ordinary hours of this volunteer role can include weekends and evenings.

At the end of each season, the outgoing role-holder is responsible for: (1) reviewing and updating this position description to ensure it reflects how the role has evolved; (2) submitting the updated PD to the Secretary prior to the AGM; (3) participating in handover with their successor — sharing key contacts, documents, passwords, and institutional knowledge to ensure continuity for the club.

 You'd be great for this if...

You're someone who leads by example and is always willing to roll up your sleeves. You might not want the top job right now — but you're the person everyone trusts to step in when needed, and you're genuinely invested in the club's success.