# Club Name

your logo here

### Position Description Form

| **Job Title** | **Vice President** | | |
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| **Accountability** | President | | **Hours\_\_\_\_\_\_\_\_ / week – month - season** |
| General Description - Objectives | | | |
| * To oversee all football related matters across the Club. * Provide leadership to all football coaches, players, support staff and volunteers. * To provide support to the President of the Club. * To provide support to the Executive and Committee members to ensure the efficient operation of the | | | |
| Responsibilities | | | |
| * Ensure the effective and efficient operation of the Executive and all football operations. * Preside over meetings in the absence of the President. * Ensure that all sectors of the Club football operations are managed effectively and efficiently so that on field performance is maximised. * Oversee the football development program so that participation at junior and senior levels is maximised. * Ensure that all coaches and support staff are carrying out their duties as required. * Oversee recruitment of coaches and players according to policies outlined by the Club Committee. * Assist other Committee members in their duties as required. * Undertake tasks at the request of the President, Executive or General Committee. | | | |
| Qualifications - Accreditations | | | |
| **Essential** | | **Desirable** | |
| Relationships | | | |
| * Reports to the Club President and General Committee of the Club. * Supports all coaches, players, support staff and volunteers. * Liaises with the Executive. * Liaises with official Club suppliers & other key stakeholders. | | | |
| Reporting | | | |
| * Provide a report on portfolio operations to the monthly Committee meeting. * Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action. | | | |