

Corryong Football Netball Club Inc.

Human Resource Management – Executive



Position Title

Club Vice President (Football)

Position Description (what the position involves)

The Vice President's (Football) role is to fully support the Club President in leadership roles of the Corryong Football Netball Club and to act as his/her deputy as required. The Vice President (Football) will support the President and ensure that there is a consistently positive atmosphere within the Club and will work proactively with the President to ensure the Club's ongoing success.

At an operational level the Vice President (Football) will oversee the duties of Coaches and Team Managers and report to the Executive and General committee at monthly meetings of their progress.

The Vice President (Football) will also work with the Treasurer and Membership Officer to ensure that all players have paid membership, VCFL registration and insurance. He/she will also oversee the football player payments and administer these with the Treasurer.

☒ Volunteer ☐ Permanent ☐ Part-time ☐ Casual ☐ Contract

Responsible To

The Vice President (Football) is elected by the Corryong Football Netball Club members and is responsible to the Executive Committee, in particular the Club President, and together they represent the views of the Corryong Football Netball Club members, in particular the football players and volunteers.

Key Responsibilities and Duties

- Manage committee and/or executive meetings as required.
- Represents the Club at local, regional, state and national levels as required.
- Acts as a facilitator for Corryong Football Netball Club's football teams at all levels.
- Ensure the planning and budgeting for the future is carried out, in particular football, in accordance with the wishes of the Executive and General committee members.
- Oversee that the Senior and Junior football coaches are fulfilling their duties. (Refer to Coaches job description.)
- Oversee that the **Football sub-committee** and **Team Managers** are fulfilling their duties. (Refer to Team Manager and Football sub-committee descriptions).
- Ensure all football players, after discussing with **Team Managers**, have paid VCFL registration and Club membership and are ready to take the field. If not, discuss this with **Secretary 2 – League Delegate** or set up a payment plan with **Membership Officer**.
- Administer with the Club **Treasurer**, player and coaches payments (if applicable) and Club umpire payments.
- Implement the Home Game Gate Roster.
- Collect Club Vote Cards from Football sub-committee each week and store safely.
- Count football Club votes with **Secretary 1-Internal Club** and work with to Football sub-committee to prepare presentation.
- Ensure that football players and coaches are participating in Club functions, fundraisers, and Home Game gate duties.

- If a player is to go to tribunal, follow this up and liaise with **Secretary 2 – League Delegate**.

Specialist Skills and Knowledge Required

- Can communicate effectively.
- Is well informed of all organisational activities, in particular with football.
- Has a good working knowledge of the constitution, rules and the duties of all office holders and to do with football.
- Is a supportive leader for all organisation members; Football Sub-committee, football coaches and football Team Managers.
- Can maintain confidentiality on relevant matters.
- Be prepared to adhere to Administrators Code of Behaviour.
- Be willing to undertake a "Working with Children Check".

Availability

- Attendance and full participation, as appropriate, at Club meetings and functions, including but not limited to:
 - Training sessions
 - Weekend competition days (15 games, 7 of which are away, and finals is applicable)
 - Club functions
 - Monthly Committee meetings
 - Special Committee meetings
 - Annual General Meetings