



Club Vice President- Adamstown Rosebud Junior Football Club Job Description

Responsibility of the Club Vice President :

To assist the Club President with the management and administrative operation of the club and to provide leadership and support to all its members. These 2 positions need to work closely together and support each other.

The Vice President achieves this through effective communication and responsible overview. He/She needs to be “Hands On” and be actively involved at all levels.

The Club Vice President should have an understanding of human relationships and attitudes together with reasonable experience in Football associated activities.

The image of a Club is often represented through the Club Vice President and whenever representing the Club, the Vice President should aim for the highest levels of efficiency, together with sound ethical and moral standards.

Club Vice Presidents Duties:

1. Be fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of other involved in the Club.
2. Be unbiased and impartial, give clear direction and set an example for others to follow. Look outside the square for the solution that benefits the future of the Club.
3. Be an effective and efficient Executive Member, encourage focused discussion and have a sound knowledge of debating and meeting procedures.
4. Represent ARJFC at a local, district and regional level (when the Club President is unavailable) in a positive and professional manner, actively promoting the Club to the wider community.

5. Keep informed of all Club activities and be aware of about future planning initiatives. Liaise closely with the other Executive Positions as required.
6. Ensure the list of responsibilities delegated to the Club Committee and Executive Office Bearers are communicated and understood.
7. Have a good and clear understanding of ARJFC rules, the Constitution (Model Rules) and the responsibilities of the various office bearers.
8. Ensure the Club rules, constitution and by-laws are respected and observed by everyone involved. Know how to run a meeting (ie. Chairmanship) and be confident that this role can be carried out, if the occasion arises.
9. Actively educate players, officials, club members and parents involved in the Club, to abide by and support the Adamstown Rosebud Junior Football Club Rules, Regulations and Codes of Conduct, as well as the Rules of Newcastle Football and Northern NSW Football. This includes Child Protection Legislation.
10. Ensure the clubs financial management procedures remains on target and is achieved. Actively support all fund raising and identify potential Sponsors.
11. Ensure the Treasurer reports regularly to the Executive Committee and at Committee Meetings. President and Vice President are co-signatories, along with the Treasurer and each debit transaction requires 2 of these people to authorise it.
12. Ensure at all times the management of the Club remains open, positive, progressive and the objects and aims of the Club are respected and observed.
13. Be prepared to make difficult decisions on behalf of the Club (if necessary) in conjunction with the Club President, or other Executive Members, and insist on all members and parents respecting and abiding by ARJFC's, as well as all governing bodies, discipline provisions.
14. Consult with the Executive Members, between Committee Meetings, to enable the ongoing day to day operations of the whole Club.
15. Field Allocations for Training are handled by the Vice President who can ask for assistance from a Committee Member or member of ARJFC.
16. Ensure, along with the Club President, that the Annual General Meeting is scheduled for the last Tuesday in February and that the Treasurer has had the Clubs finances audited prior to this Meeting. Ensure that the Treasurer has submitted the relevant DOFT annual return, signed by the Public Officer.
17. Attend any Newcastle Football, Newcastle City Council or Northern NSW Football Meetings that are unable to be attended by the ARJFC Club Secretary, Club President, or other Committee Member.