



POSITION DESCRIPTION



SOUTH CROYDON FOOTBALL CLUB INC.

Date: 201X

Title: Vice President

Incumbent:

Description:

To assist the President to manage and oversee all departments of the club, ensuring the smooth running of all disciplines involved with and issues involving club affairs.

To assist the President to ensure that the club is run in a professional manner that will ensure the club's immediate and long term 'on and off field' success.

To contribute to ensure that the club has a solid foundation, plan and vision for the future.

To maintain and enhance the club's reputation and image with-in the league and its' environment.

Responsibilities:

To undertake roles as required in are aspects of the club and when necessary step in for the President and undertake the president's duties:

- Ensure the effective running of all departments
- Co-ordinate committee and staff affairs to ensure a smooth running of all club activities.
- Ensure a good relationship with the important third parties (eg Maroondah City Council)
- Ensure that the committee communicates effectively with in the club and externally.
- Ensure that all required EFL statutes/requirements are adhered to
- Create and participate in creating forward planning strategies for the 'off field' development of the club

Key Criteria:

- On field performance
- Financial performance
- Player, member, sponsor satisfaction.

Internal/External Relationships:

- All committee personnel
- Players, coaches and ancillary football staff
- Club members
- Opposition clubs

Signed:

Date: