Vice President

The role of Vice President generally is to work closely with and support the club President. The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason (in accordance with club rules). The Vice President should also provide the President with assistance to develop and implement strategic planning and setting long term goals for the club.

Responsibilities

The Vice President will assist the President ensure the club undertakes its key governance responsibilities include ensuring the club:

- ❑ Maintains great club culture and ensures new members are given guidance and support
- ❑ Support and assist the President in the running of the Club.
- ❑ In the absence of the President, take on the role and activities of the President.
- ❑ Assist Registrar as required.
- ❑ Assist with the development of club policies and procedures.
- ❑ Act as point of contact for the Training Coordinator on the Operational Sub-Committee
- ❑ In the absence of a dedicated Training Coordinator, assist in that role.

Meetings, communication and key relationships

In the absence of the President, the Vice President will:

- ❑ Chair committee meetings
- ❑ Chair the annual general meeting
- ❑ Act as a spokesperson for the club and represent it at locally, regionally and nationally as required
- ❑ Ensure all responsibilities of the President are undertaken as required

Essential Skills and Requirements

- ❑ Can communicate effectively
- ❑ Can oversee organisational activities
- ❑ Has a good working knowledge of the rules of the club and the duties of all office holders and subcommittees
- ❑ Able to chair committee or executive meetings if required
- ❑ A good understanding of the sports requirements at local, regional and higher levels
- ❑ Dedicated club person

The estimated time commitment required as the Vice President is approximately 2-4 hours per week.

Organisational Structure

Registrar

Junior Coordinator

Senior Coordinator

Office Bearers
President
Vice President
Secretary
Treasurer

Match Day
Sub-Committee

Coaching & Player
Development Coordinator

Operational
Sub-Committee

Team Coach

Team Manager

Training
Coordinator

Uniform &
Merchandise
Officer

Social Media &
Communications
Officer

Sponsorship
Coordinator

Roles and Responsibilities of Chalkies Basketball Club Committee