

RAIDERS NETBALL COMMITTEE

POSITION DESCRIPTIONS



VICE PRESIDENT

Support the President and management committee to ensure the day-to-day operations, and the delivery of goals and objectives of the club are met.

Responsibilities and duties

- In conjunction with the President and management committee, prioritise the club's goals (consistent with the views of members and the needs of the club) and lead the committee to achieve those goals
- Assist the President to implement good governance through documented up-to-date constitution, by-laws, policies and procedures, ensuring compliance and legislative obligations are being met
- Attend all committee meetings and AGM, and promptly attend to agreed actions arising from committee meetings
- Attend meetings with various external organisations with the President, as required
- Deputise for the President, as required
- Assist committee members to understand their roles and assist them fulfil expectations. Offer development training and monitor performance of committee members, as required
- In conjunction with the President, manage the club email inbox, including prioritising emails and responding, when necessary
- Ensure club events are arranged, such as Meet & Greet Day and End of Year presentation
- Attend and assist at all club events and activities, where possible
- Have a good working knowledge of the club's constitution, rules, policies and procedures, and the duties of all office holders and subcommittees (to be provided on acceptance of position)
- Delegate tasks to suitable personnel, as necessary
- Represent the club in a professional, positive and appropriate manner
- Perform other related activities as determined in consultation with the management committee.

NOTE: The Vice President role is an Executive position (Office Bearer)