



Position Details

Position title: Senior Vice President

Date of review: September 2018

Position objective

The Senior Vice President is the assisting leader of the club and the primary responsibility is to be prepared to assume the powers and duties of the President in his/her absence.

Responsible To

The Vice President is directly responsible to the President and club members.

Responsibilities and Duties

- In the absence of the President manage committee and/or executive meetings
- Provides the President with support in his/her responsibilities
- Represent the Club when required
- Act as a facilitator for Club activities
- Attend Canberra Region meetings as required
- Coordinate internal discipline matters and formulate recommendations to the clubs disciplinary committee.
- Coordinate club sponsorship contracts and agreements
- Coordinate gifts / certificates for sponsors
- Oversee events and fundraising coordinator and assist when required

Knowledge and Skills Required

- A knowledge and understanding of the VDJRLFC and the ARL Code of Conduct and ARL Safe play Code is essential.
- Can communicate effectively
- Is well informed of all Club activities
- Is aware of future directions and plans of the Club
- Has well developed decision making skills
- Is a supportive leader for all club members
- An excellent knowledge and understanding of Microsoft office programs
- WWVP