



Club Vice-President Position Description

The Vice-President will support the President in providing leadership to the Mt Carmel Tennis Club, including organising the committee and over-seeing the performance of the club. The Vice-President will step into the President's role in their absence.

Desirable Attributes

The Vice-President should:

- Have a good working knowledge of the rules of the club and the duties of all office holders and subcommittees
- Have a strong understanding of the legal and compliance obligations of running the club
- Be able to communicate effectively and be a competent public speaker
- Be able to oversee organisational activities
- Be aware of the future directions and plans of the Club
- Be able to work collaboratively with other Committee Members
- Be a supportive leader for all members
- Be well informed of all other tasks — respond to general duties as directed by the club
- Be able to listen to the feedback and views of members and other interested parties
- Be a person who can develop good relationships internally and externally
- Maintain confidentiality on relevant matters
- Have a good understanding of the competition requirements at local, regional and higher levels
- Be unbiased and impartial on all issues
- Be receptive to change
- Hold or willing to apply for a current volunteer's Working With Children Check

Responsibilities

The general responsibilities of the Vice-President are wide and varied. They may include, but are not limited to the following responsibilities:

Governance

- In any event that the President is unable to fulfil their duties, the Vice President will step into that role
- Support in leading the committee and ensuring strong Club governance
- Ensure compliance of all obligations and the health and safety of all club participants
- Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
- Work with the committee to ensure activities are documented in operations manuals, policies and procedures
- Assist in training volunteers and providing support throughout the year so they can undertake their roles successfully
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Club.



Meetings, communication and key relationships

The Vice President will:

- Assist the President to set the agenda for each committee meeting and general meeting, including the clubs annual general meeting

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
- Regularly liaise with sub committees to ensure they receive assistance and support and are regularly reporting to the committee.
- Periodically consult with committee members on their role, to see how they are going and help them to optimise their contribution
- Ensure the key stakeholder relationships of the club are maintained and nurtured

If at any stage the Vice-President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.

The estimated time commitment required as the Vice- President is 2-3 hours per week.