

Job Title:	Vice President
Reports to:	President
Date of Effect:	1 February 2020

Mission	To provide a happy, safe and inclusive environment for our players, coaches, umpires and volunteers and we continually look for ways to make a positive impact for our netball community.
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Primary Job Purpose	Responsible for assisting the President in leading and managing the operational day to day of the club.
Job Responsibilities	<ul style="list-style-type: none"> • Oversee all aspects of the club's functioning • Identify issues as they arise • Help drive WNC policy • Ensure WNC is compliant with incorporated association regulations – NSW Office of Fair Trading • Take remedial action on errant club issues • Support role to the President • Fill in if key positions become unexpectedly vacant • Take on special tasks <ul style="list-style-type: none"> ○ E.G organize trophies for club day ○ Chair club meetings if necessary ○ Communicate with committee members where appropriate • This can be via telephone, email or SMS
Budget Management	Bank Signatory Sign off audit

JOB HOLDER CAPABILITIES

Skills and Experience	<ul style="list-style-type: none"> • <ul style="list-style-type: none"> ○ Operational Effectiveness ○ Persuading and Influencing ○ Leading and Supervising ○ Presenting and Communicating Information ○ Analysing ○ Adapting and Responding to Change ○ Creating and Innovating
Note:	