

# Waratah Netball Club

## Vice-President Duties

1<sup>st</sup> August 2017

Ver 1.0

### Intro

The Vice-President is an Executive of the Club and acts to support the President in the management of the Club's administration and direction. The Vice-President must also be ready to represent the President, and take over the duties in the absence of the President.

### Vice-President Tasks

The Vice-President should assist the President in facilitating the development of the Club's Mission and Vision Statements, and should lead the Committee planning sessions as outlined in the President's Duty Statement.

The Vice-President must:

- Understand the obligations and responsibilities as outlined in the Associations Incorporations Act;
- Ensure that the Club is managed in accordance with the intent of the Department of Fair Trading guidelines and the Associations Incorporations Act;
- Have a sound working knowledge of the Constitution & Rules;
- Help develop and promulgate Mission and Vision Statements;
- Assist the President in facilitating the planning and budgeting for the Club, in accordance with the Vision of the Club, and in accordance with the wishes of the Club members.
- Be aware of the future directions and plans of members;
- Be aware of all Club activities;
- Assist the President to manage Committee and/or Executive meetings;
- Assist the President to manage the Annual General Meeting;
- In the absence of the President, represent the Club at local, regional, state and national levels;
- Be a signatory on the Club's accounts.