



# TEA TREE GULLY CITY SOCCER CLUB

## POSITION DESCRIPTION – VICE CHAIRPERSON

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*Version 1.0, January 2022*

The role of Vice Chairperson generally is to work closely with and support the club Chairperson. The Vice Chairperson will undertake the duties and responsibilities of the Chairperson if the Chairperson becomes unavailable for any reason. (In accordance with club rules)

The role of Vice Chairperson is the ideal position for those considering becoming club Chairpersons in the future, as the Vice Chairperson should work closely Chairperson to support them to undertake the leadership and governance responsibilities of the club.

### **RESPONSIBILITIES**

The general role of the Vice Chairperson is to support the Chairperson, assisting them to fulfil their responsibilities.

#### **Knowledge**

To successfully undertake the role of Vice Chairperson the roles requires the person:

- To be well informed of all club activities, especially those of all sub committees
- Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders
- Strong understanding of the legal and compliance obligations of running the club

#### **Governance**

The Vice Chairperson will assist the Chairperson to ensure the club undertakes its key governance responsibilities including ensuring the club:

- Defines and documents its club culture and behaviors these are continually communicated to members, players, coaches, supporters and volunteers
- Has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- Implements strong financial controls to protect the cash and assets of the clubs as well as the volunteers handling the cash
- Has strong financial reporting, budgets and cash flow projections
- 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
- All club positions, roles and sub committees have regularly reviewed position descriptions or terms of references
- Volunteers are trained and supported throughout the year to undertake their roles successfully

#### **Meetings, communication and key relationships**

In the absence of the Chairperson, the Vice Chairperson 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 Chairperson are undertaken



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### REQUIREMENTS

The Vice Chairperson is expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings
- Undertake the role in good faith and honesty

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

### DESIRABLE ATTRIBUTES

The Vice Chairperson should:

- be well informed of all organisation activities and able to provide oversight
- be a person who can develop good relationships internally and externally
- be willing to step in for the Chairperson where needed including chairing meetings
- be forward thinking and committed to meeting the overall goals of the Club
- have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for the Club in representing the Committee in other forums (e.g., league delegate meetings)
- be a competent public speaker
- be able to raise concerns with the Chairperson where they arise

### ADMINISTRATION

This document is administered by the Tea Tree Gully City Soccer Club Committee and will be reviewed every two years and updated where applicable.

#### Version History

Version	Date	Description	Next Review Date
1.0	6 June 2022	Adopted and endorsed by Committee	June 2024