

# Vice-Chairman



VERSION TABLE			
DATE	AUTHOR	STATUS	VERSION
10/08/2015	Chris Gilchrist	MC Approved	1
12/06/2017	Chris Gilchrist	Logo updated	2

## OBJECTIVE

The Vice-Chairman works in conjunction with the Chairman in setting the overall annual SUFC agenda (consistent with the views of members), helps the Management Committee prioritise its goals and then keeps the Management Committee and Committees on track by working within the overall guidelines of the Club and governing Associations.

The Vice-Chairman is a member of the Management Committee and Executive and as such is an Officer Bearer of SUFC.

## RESPONSIBILITIES

- Ensuring any matters raised by Committees and members receive appropriate attention by the relevant Management Committee member or Committee.
- To attend, participate and in the absence of the Chairman, chair monthly Management Committee meetings.
- To represent SUFC, as required and appropriate at external functions, meetings and events.
- To promote SUFC to local and other businesses to encourage financial support of the Club.
- Ensure, with the other members of the Management Committee, that the legal responsibilities of SUFC, including compliance with the *Associations Incorporation Act 2009*, are met.
- In the absence of the Chairman, preside at all general meetings (of members) and Management Committee meetings. This involves managing and facilitating (chairing) the meetings of SUFC
- To assume responsibilities on the Chairman where he/she is unable to undertake such responsibilities.
- Assist with activities and events associated to SUFC – park duty, presentation day, coaches and managers BBQ, muster day.

## RELATIONSHIPS

- Management and Football Committee
- Other stakeholders as required to fulfill the requirements of the role

## ACCOUNTABILITY

- The Vice-Chairman is accountable to the Club Members and Management Committee.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.
- The Vice-Chairman is a member of the Management Committee and as such is an Officer Bearer of SUFC.

The estimated time commitment required as the Vice-Chairman is 2-3 hours per week during the season. This may be increased at the beginning of the season.

## REQUIRED SKILLS

- Enthusiasm and dedication.
- Good leadership skills.
- Good listening ability.
- Effective communicator.
- Good negotiator
- Clear thinker and positive attitude.
- Able to maintain confidentiality on relevant matters.
- Ability to control and supervise others.
- Well organised.
- Dedicated club person.

The Vice-Chairman is appointed for a term of two (2) years from the close of the Annual General Meeting (where elected) until the close of the Annual General Meeting two (2) years.

For further information in regards to this role please do not hesitate to contact the Club Secretary [secretary@springwoodunited.com.au](mailto:secretary@springwoodunited.com.au)

APPROVED