



<b>JOB TITLE:</b>	Vice President	<b>JOB CATEGORY:</b>	<b>VOLUNTEER</b>
<b>REPORTS TO:</b>	<b>Executive and General Committee Members</b>		
<b>POSITION TERM:</b>	<b>1 Year</b>		
<b>TIME COMMITMENT:</b>	5+ hours per week		
<b>APPLICATION TYPE:</b>	<b>Nominate to AGM for Vote</b>		

The Vice-President supports the operational and strategic functions of the club, acting as a key liaison with external stakeholders and stepping into leadership when the President is unavailable. Responsibilities include assisting with club logistics, procurement, awards coordination, and committee support. The role requires strong organisational skills, reliability, and a commitment to the club's values and success.

#### OBJECTIVE

- Support the President in leading the Club with strong, efficient, and effective operational management.
- Assist in promoting participation and achievement in netball across all levels of the Club.
- Ensure the Club operates smoothly in administrative, financial, and social areas.
- Collaborate with the Executive Committee to deliver club activities, events, and strategic goals.
- Act as a key liaison with external stakeholders including WDNA, Ipswich City Council, Sponsors and suppliers and other WDNA clubs as needed
- Step into leadership responsibilities when the President is unavailable, including chairing meetings and representing the Club.
- Uphold the Club's Constitution, policies, and governance standards.
- Provide a safe, inclusive, and enjoyable environment for all members.
- Seek appropriate ratification before committing the Club to financial expenditure or action.

#### RESPONSIBILITIES

- Support sub-committees and committee members to ensure they fulfil their responsibilities to the Club.
- Chair monthly committee meetings and the Club's Annual General Meeting in the President's absence.
- Assist in reporting on Club activities at General and Annual General Meetings.
- Help ensure sub-committees remain accountable and aligned with Club goals.
- Contribute to planning and budgeting processes in consultation with the Executive Committee.
- Uphold the Club's Constitution, policies, and procedures.
- Attend WDNA delegate meetings and AGM
- Work with the Media and Communications team to maintain accurate club branding and messaging.
- Collaborate with key committee roles (e.g. Coaching Coordinator, Umpire Coordinator) to ensure resources and requirements are met for a successful season.
- Coordinate club assets, awards, trophies and communications, especially during end-of-season activities.
- Nominated financial authoriser for club bank account
- Manage the Club mobile phone and respond to member enquiries professionally.
- Represent the Club in a professional manner across all dealings and events.
- Assist with procurement of club assets and resources.
- Provide support to committee members and sub-committees as required.
- Assist in liaising with any players, parents or guardians on any issues during the season
- Assist in completing operational tasks in alignment with club policies and timelines.



Springfield Lakes Netball Club



- Represent the Club professionally in all dealings with stakeholders.

#### **KNOWLEDGE/SKILLS**

- Well-informed about Club operations and activities.
- Strong organisational and communication skills.
- Capable of managing logistics and procurement processes.
- Able to support and collaborate with committee members effectively.
- Familiarity with local sporting governance and club procedures.

#### **PERSONAL ATTRIBUTES**

- Ethical, honest, and trustworthy.
- Approachable and supportive team member.
- Able to lead when required and work collaboratively.
- Committed to the Club's values and long-term success.
- Flexible and receptive to change.
- Dedicated Club person

#### **OTHER**

- Must have a Working with Children Card (Blue Card) if over 18, or an eligible Exemption card.
- Eligible for a National Criminal Police Check
- Must be a registered member of Netball Queensland

<b>NOTES:</b>	For further information regarding this position please contact (insert contact name and email/phone details)		
<b>REVIEWED BY:</b>	Jess Preston	<b>DATE:</b>	07/11/2025
<b>APPROVED BY:</b>	Belinda Lynch	<b>DATE:</b>	07/11/2025
<b>LAST UPDATED BY:</b>	Melissa Snell	<b>DATE</b>	04/11/2025