



MOUNTAIN CREEK NETBALL CLUB

VICE PRESIDENT

Position type:	Voluntary
Reports to:	Executive Committee
Commencement date:	28 November 2013

GENERAL DESCRIPTION & ROLES AND RESPONSIBILITIES

Duties of an Executive

- Manage the affairs and business of the Association
- Act at all times within the bounds of the Constitution
- Confer on business arising from Management meetings, General meetings, SCNA Meetings
- Deal with any other urgent business which might occur at the meetings
- Distribute a Duty Statement to all Committee Members
- Establish and maintain relationship with Community Partners/sponsors

Specific Duties

- Attend all meetings of the Association and, in the absence of the President, preside over the meeting or represent the Association.
- Represent the Association at meetings deemed relevant by the Executive Committee
- Support MCNC executive and work with the President on club business

ADDITIONAL INFORMATION

Qualifications and Education Requirements (if any)

Hold a current blue card or be able to obtain one within a reasonable time of accepting the position

Preferred Skills

- Strengths in written and oral communication
- Strengths in organisation and record-keeping
- Ability to function in a team environment with evenly distributed responsibilities
- Ability to create/source and implement organisation's administration and management requirements
- IT competency – familiar with basic operating systems, Microsoft Office, internet and email
- Where necessary, has appropriate training, accreditation or qualifications to ensure their responsibilities are carried out within the organisation
- To acknowledge the requirement for separation of personal interest and association matters, and act in the best interest of the association at all times whilst in the assigned role