

# QUINNS DISTRICTS NETBALL CLUB

## Position Description Form



**Quinns Districts  
Netball Club Inc.**

<b>Job Title</b>	<b>Vice President</b>
<b>Accountability</b>	<ul style="list-style-type: none"><li>• President</li><li>• All Committee and Club Members</li><li>• Hours approx 10+hours per week</li></ul>
<b>GENERAL DESCRIPTION - OBJECTIVES</b>	
<ul style="list-style-type: none"><li>• To ensure smooth running of the Club and represent the Club in absence of the President.</li><li>• Ensure the Club is run efficiently administratively, financially and socially to support the on court activities.</li><li>• To provide support to the Club President to provide strong, efficient and effective leadership of the Club.</li></ul>	
<b>RESPONSIBILITIES</b>	
<ul style="list-style-type: none"><li>• Assist the President at all times.</li><li>• In absence of the President, shall carry out the duties of the President, including attendance at meetings of the Association, committee meetings or functions as required.</li><li>• Assist the Coaches Coordinator to pursue and implement programs that focus on player retention and player growth within the Club.</li><li>• Assist the Coaches Coordinator to administer the netball program across all age groups to ensure the Club complies with polices and guidelines of the Association.</li><li>• Provide a Vice Presidents report to the Secretary each month for the monthly committee meeting.</li><li>• Attend monthly committee meetings.</li><li>• Assist the Registrar to coordinate Team Managers. Ensure communication via players and parents through all teams is maintained to the highest level.</li><li>• Assist the Registrar to arrange team trophies and team photos.</li><li>• Liaise with the Equipment Coordinator in regards to equipment required for all teams</li><li>• Ensure the Club is run by the Rules defined in the Constitution and policies.</li><li>• Discipline of players, members, spectators or officials in accordance with the Clubs polices and guidelines.</li><li>• Promote the Club and seek revenue streams appropriate for a junior netball club.</li><li>• Assist the Registrar in finding suitable persons to fill vacant positions within the Committee and teams.</li><li>• Coordinate and facilitate the annual National Netball Day celebrations.</li><li>• Assist the Registrar in teaming all players.</li><li>• During November contact all local schools within our district to advertise our registration day date and details.</li><li>• Maintain a Club email address (<a href="mailto:info@quinnsnetworkclub.net">info@quinnsnetworkclub.net</a>)</li></ul>	

<b>Job Title</b>	<b>Vice President</b>
<b>QUALIFICATIONS - ACCREDITATIONS</b>	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Have a willingness to help out in all general running of the Club.</li> <li>• Communication, organisational, interpersonal and computer skills.</li> <li>• Leadership skills.</li> <li>• A detailed understanding of the running of the Club.</li> <li>• A detailed understanding of the Club policies, Constitution, Code of Conduct and any by-laws.</li> <li>• An ability to allocate regular time periods (weekly) to maintain emails and Club details.</li> </ul>	<b>Desirable</b>
<b>RELATIONSHIPS</b>	
<ul style="list-style-type: none"> <li>• Liaise with all members of the Club</li> <li>• Liaise with the Club Executive Committee and General Committee</li> <li>• Liaise with the Association where required</li> <li>• Liaise with external parties where required</li> </ul>	
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