Aveley Junior Football Club Inc.
A.B.N. 81 603 471 751 | www.aveleyfootballclub.com.au
Turkich Parade Oval, Bolero Road, Aveley | PO Box 2379, Ellenbrook WA 6069

VICE PRESIDENT JOB DESCRIPTION

All executive and general committee members are responsible for acting in a manner which brings credit to the club and abides by all club, association, local district and W.A.F.C policies.

Objective

- To provide support to the President and other committee members to ensure the efficient operation of the club.
- Oversee all football related matters across the club.
- To provide leadership to coaches, players, support staff and volunteers.

Responsibilities

- Attend club committee meetings, provide input to relevant topics, and present a Vice Presidents report when required.
- Act as an ambassador, advocate and promoter of the club.
- Preside over meetings in the absence of the president as per the constitution.
- Have a clear understanding of club rules, constitution and the responsibilities of all office bearers.
- Maintain an overview of the clubs strategic planning initiatives.
- Assist in the planning and participate in club fund raising initiatives, functions and events.
- Represent and promote the club at local, district and regional functions/events or meetings in absence of club President.
- Assist in the planning and participate in club fund raising initiatives, functions and events.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the president, executive or general committee.
- Maintain confidentiality about club and committee matters.
- Be an authorised signing officer of the club.

Accountability

- The Vice President is accountable to the President and general committee.
- Must seek ratification from the President and general committee prior to committing the club to any financial expenditure or action.

Date	Item
01 MAY 2018	**Drafted**
12 SEP 2018	**Adopted by Committee**
12 SEP 2019	**For Review**