



# ENDEAVOUR HILLS JUNIOR FOOTBALL CLUB & AUSKICK



Incorporation Association No. A00053411 - ABN: 83 698 930 671

## Position Description

### Vice President (Executive Position)

#### **Objectives**

- To oversee all football related matters across the club.
- Provide leadership to all football coaches, players, support staff and volunteers.
- To provide support to the President of the club.
- To provide support to the Executive and Committee members to ensure the efficient operation of the club.

#### **Responsibilities**

- Ensure the effective and efficient operation of the Executive and all football operations.
- Preside over meetings in the absence of the President.
- Ensure that all sectors of the club's football operations are managed effectively and efficiently so that on field performance is maximised.
- Oversee the football development program so that participation at junior is maximised.
- Ensure that all coaches and support staff are carrying out their duties as required.
- Oversee recruitment of coaches and players according to policies outlined by the Club Committee.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.

#### **Relationships**

- Reports to the Club President and General Committee of the Club.
- Supports all coaches, players, support staff and volunteers.
- Liaises with the Executive.
- Liaises with official Club suppliers & other key stakeholders.

#### **Accountability**

- The Vice President Football is accountable to the President and the General Committee.
- Provide a report on portfolio operations to the monthly Committee meetings.
- Seek ratification from the appropriate committee member prior to committing the club to any financial expenditure or action.

