



# JOB DESCRIPTION

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## Club Vice-President

The Vice-President assists the President of QUT Hockey Club Inc. and performs the President's duties if they are unavailable.

The Vice-President reports regularly to the Management Committee \*. The Vice-President is also responsible for certain special projects for the club as required.

The Vice-President is elected by club members at the Annual General Meeting (AGM) and is appointed for approximately 1 calendar year from the date of the AGM to the next AGM.

The estimated time commitment required is approximately 1 hour per week. This time commitment will vary during key areas of the season.

This is a volunteer position. The club will provide a \$25 discount on fees (but not if the officeholder has already received \$25 discount for early payment) and will pay for the officeholder to attend the BHA/BWHA end of year dinner or similar (approx \$65).

### *Responsibilities and Duties*

The Club Vice-President should:

- Attend Management committee meetings
- Assist the President and perform the President's duties in accordance with the President's Job Description if the President is unavailable.
- Act as a facilitator for club activities
- Promote effective communication within the Management Committees
- Handle certain special projects for the club as required

### *Knowledge and Skills Required*

Ideally the Club Vice-President is someone who:

- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all organisations members
- Has a rapport with committee and club members

. \* The Management Committee consists of: Club President, Club Vice-President, Club Secretary, Club Treasurer, General Manager (non-voting), Men's Coordinator, Men's Assistant Coordinator, Women's Coordinator, Women's Assistant Coordinator, Fundraising/Sponsorship Coordinator, Social Convenor.