



Last updated October 2021.

Job Title: Vice President

Reports To: Executive Committee

Key Skills & Abilities:

- Effective communication ability, listening to feedback and views of members and other interested parties.
- Good working knowledge of the organisation's rules, constitution etc.
- Well-developed decision-making skills.
- Ability to negotiate successfully between members.
- Ability to manage people when necessary and lead meetings when required.
- Can maintain confidentiality on relevant matters.
- Has the ability to forward plan and lead the organisation in partnership with the executive committee to reaching its short- and long-term goals.
- A positive role model and competent public speaker.

Responsibilities & Duties:

- Manage committee meetings in lieu of the President.
- Attend the annual general meeting.
- Represent the organisation in public relations activities and opportunities in lieu of the President.
- Assist facilitating planning and budgeting for the future in accordance with the wishes of the members.
- Represent the organisation in discussion with their affiliates and state and local government in lieu of the President.
- Assist in the development of partnerships, potential sponsors, and funding opportunities in support of or in lieu of the President.
- Attend external representation on Netball NSW affiliated and other identified committees as required.
- Assist all other members of the Executive committee as required and attend to any other committee duties as required.

Time Required: Up to 20 hours per week

Other Requirements of the Role

- ☐ Induction Training
- ☐ Police Check
- ☐ Working with Children check