



## **ORANGE THUNDER TOUCH FOOTBALL**

### **Vice President**

**Responsibility:** The Vice President is directly responsible to the President and members of OTA.

#### **Duties:**

Assist the President with all tasks detailed in the President's job description.

In the absence of the President, fulfil President's role and job description.

In the absence of the President, chair all meetings in accordance with the rules of association. This includes having the casting vote upon deadlocks (as per Constitution).

Be fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of everyone involved in the club.

Be unbiased and impartial, give clear direction and set an example for others to follow.

Be an effective and efficient chairperson, encourage focused discussion and have sound knowledge of debating and meeting procedures.

Be well informed of all club events and activities.

Have a sound understanding of all club policies and procedures, as well as the responsibilities and duties of committee and sub-committee members.

Maintain an overview of the club's strategic planning process.

Be prepared to make difficult decisions on behalf of the club if necessary.

Develop and maintain a sound understanding of the club, NSWTA, TFA code of conduct, rules, policies and guidelines.

Foster, promote and where necessary, insist, that all club members respect and abide by the club, NSWTA, TFA code of conduct, rules, policies and guidelines.

Attend and preside at all executive, special, committee and annual general meetings.

Assist the President to:

- o Ensure that responsibilities delegated to the committee, officials and other members are widely communicated, understood and followed through.
- o Ensure the club's financial management procedures remain on target.
- o Ensure at all times the management of the club remains positive and progressive and the objectives and aims of the club are respected and observed.

Perform any other duties as required by the committee.

**End of Year Handover:**

*Updating Key Documents* :At the end of each year a key activity of the Vice President is to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the club secretary prior to the Annual General Meeting each year.

*Induction of the Incoming President:* An important responsibility of an outgoing Vice President is to train, mentor and support the incoming Vice President.

**Term of Appointment:** One year term

**Honorarium: \$500 per annum**