

PROCEDURE OUFC- PD 002

Club Vice President

1 PURPOSE

The purpose of this Position Description is to control the documents and define roles and responsibilities regarding the position of Vice President of OUFC.

2 SCOPE

Controlled documents include, but are not restricted to:

- Registration Forms
- Registration procedures for members
- Membership Records
- Grading Forms
- Nomination Forms
- Players Caution Records
- Working with Children Forms
- Criminal Record Check Forms
- Coaching Manuals
- Manager Manuals

Documents may be printed or in the form of computer data.

3 REFERENCES

Club Constitution
OUFC PD President 001
OUFC 001 Membership
OUFC 002 Executive Committee
OUFC 004 General Operations

4 RESPONSIBILITY

Vice President	<p>To support the President in their responsibility of ensuring that the Club has clearly established goals, objectives and strategies for achieving them; that they are appropriate in the circumstances and that they are understood by all the Committee.</p> <p>Manage and Coordinate the Registration Process, manage the role and responsibilities of the Equipment Officer</p>
-----------------------	---

Title: Position Descriptions
Ref: OUFC –PD 002 Vice President

Revision: **Error!**
Unknown document property
name.
Issue Date: 4/11/2010
Control: Controlled
Authorised By :

Vice President

Actively encourage the club members adhere to and follow the constitution and Policy and Procedures.

Other appropriate duties as requested by the President

5 DEFINITIONS

Club: - Ourimbah United Football club

Committee:- The elected members of the managing body of the OUFC

6 ACTION / METHOD

Personnel and Technical Skill Requirements

- 1) Have understanding of the Game of Football
- 2) Demonstrate good communication skills, with the ability to communicate professionally to all levels of the Club as well as outside stake holders. Strive to continually improve communications processes within the Club..
- 3) Demonstrate an understanding of sound financial and business management principles, responsibilities and accountabilities.
- 4) Maintain high ethical and moral standards to ensure integrity in their personal and professional dealings and liaisons within the Club and with outside stake holders.
- 5) Support and assist the President in carrying out their duties.
- 6) The Vice President shall act as President in the absence of the President or if the President is unable or unwilling to act.
- 7) Promote and encourage professionalism in sports management and in the Game of Football, within the committee and the Club as a whole.
- 8) Shall strongly encourage all members of the Committee /s perform their duties in accordance with the constitution, their position descriptions and the Clubs policy and procedures.
- 9) Strongly encourage all members of the Club to observe the code of conduct.
- 10) Where possible, attend all official functions and major events of the Club.
- 11) The Vice President shall, as soon as practicable after being elected, provide to the Club Secretary their address and contact details.

Title: Position Descriptions
Ref: OUFC –PD 002 Vice President

Revision: **Error!**
Unknown document property name.
Issue Date: 4/11/2010
Control: Controlled
Authorised By :

7 ACCOUNTABILITIES

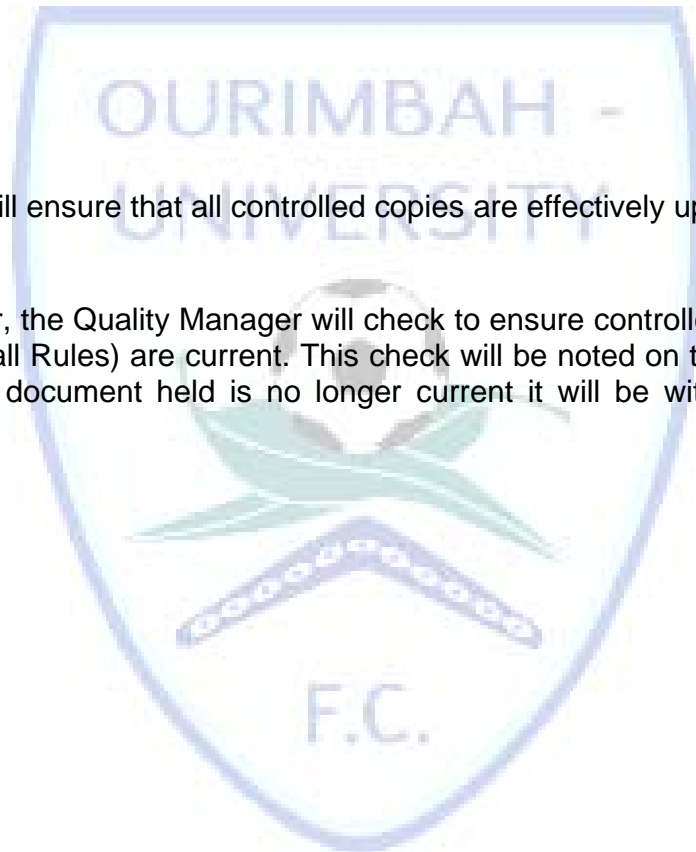
The Vice President is accountable to the Executive Committee and the members for the actioning of their duties and their professional conduct. This position reports to the President.

Document changes

The Quality Manager will ensure that all controlled copies are effectively updated.

External documents

At least once each year, the Quality Manager will check to ensure controlled copies of any external documents (e.g. Football Rules) are current. This check will be noted on the cover or label, signed and dated. Where the document held is no longer current it will be withdrawn, and replaced if necessary.



Revision History

<i>Revision</i>	<i>Date</i>	<i>Author</i>	<i>Notes</i>
1.0	4/11/10	Grant Cawley	Document Original

Title: Position Descriptions
Ref: OUFC –PD 002 Vice President

Revision: **Error!**
Unknown document property name.
Issue Date: 4/11/2010
Control: Controlled
Authorised By :

