



**Sacred Heart Pymble Football Club
Volunteer Position Description**

TITLE:

Vice President

OBJECTIVE:

To support the President by providing leadership of the club at strategic and operational level and represent club members at NSFA.

RESPONSIBILITIES / TASKS:

To assist in the development and implementation of the club strategy
Club representative at NSFA level
Club representative for Parish and school liaison
Liaison with other clubs
Club representative for other third parties

ESTIMATED TIME COMMITMENT:

Committee meetings and AGM. Attend: 6 x 2 hrs
NSFA and other meetings: 2 x 2hrs
Club event organisation and attendance: 30 hrs
- Registration day
- Grading day
- Trial game day
- Photos
- Presentation day

Other misc: 10 hrs

Considered as average hours per month over a year: approx. 5 hrs per month
Note that some of the duties are undertaken outside of regular season

RELATIONSHIPS:

NSFA: Club representative.
Club members: Feedback, disputes, consultation.
Parish and School: Club representative.

ACCOUNTABILITY:

Club members, NSFA, Parish, School

ESSENTIAL/DESIRABLE SKILLS:

Communication skills

Organisation and administration skills

Dispute resolution skills

Consultative

Preferably has held other committee positions prior

Knowledge of NSFA policies and procedures

Knowledge of club procedures and policies