

Job Title: Vice Chairman	Club Name: WAMASC
Reports to: Chairman	Revision Date: 7/5/17

Position Overview

The Vice Chairman assists the Chairman with the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework.

The Vice Chairman is also responsible for the operations of the Club Canteen, as a Canteen Manager to the Canteen Coordinator.

At the operational level, the major function of the Vice Chairman is to support the Chairman in facilitating effective committee meetings, and assisting in the following duties;

Responsibilities and Duties

- Lead the culture and purpose of the club
- Oversee risk management and safety at the club
- Oversee the development and successful implementation of the club's strategic plan
- Ensure the club has a strong risk management focus and strategies to minimise risks
- Manage committee and/or executive meetings
- Manage the annual general meeting
- Represent the club/group at local, regional, state and national levels
- Act as a facilitator for club/group activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members
- In the absence of the Chairperson at any meeting of the State Centre, a Vice-Chairperson, if present, will preside.
- In the event of the absence from any meeting of the State Centre of both the Chairperson and a Vice-Chairperson, a Management Executive member, elected by the other Committee members present, shall preside at the meeting.
- Fire Officer for Whiteman Park Fire Bans - Phone Calls (2nd officer)
- Conduct quarterly kpi's of all sub-committee positions and report to Committee meeting. (sep/dec/mar/june)

Knowledge and skills required

- Can communicate effectively
- Is well informed of all organisational 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

I acknowledge the requirements placed upon me by this Position description.

Name: _____

Signature: _____ Date: _____

Witnessed By Secretary: _____ Date: _____