



West Auckland Association Football Club

Vice Chairperson Role Description

The Vice Chairperson is a voluntary position that supports the Chairperson with the administration, policy and management of the club. The Vice Chairperson also takes on the responsibilities and duties of the Chairperson in their absence.

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| Responsible to | Executive Chairperson Executive Committee |
| Responsibilities and Duties | <ul style="list-style-type: none">• Manage Executive Committee meetings in the absence of the Chairperson.• In conjunction with the Chairperson ensure club policies and practices are current and adhered to.• In the absence of the Chairperson and as required represent the club/group at local, regional and national levels.• In conjunction with the Chairperson act as a facilitator for club/group activities.• Be available for all members as required.• In conjunction with the Chairperson ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.• Respond to general duties as directed by the club/group committee.• Following all aspects of the West Auckland AFC (WAAFC) Code of Conduct and any other club policies as they relate.• Meet all the WAAFC reporting requirements as they become due or are requested.• Evaluate personal performance annually reporting to Executive Committee and club participants and ensure succession of own position if applicable.• Review own position description to ensure accuracy and submit potential changes to the Executive Committee. |
| Knowledge and Skills Desired (Support and training opportunities are available) | <ul style="list-style-type: none">• Can communicate effectively.• Is well informed of all organisation 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. |
| Estimated Time Commitment Required | The estimated time commitment required for the role is 1 – 2 hours over 2 days per week for the duration of the season. |
| Period of Appointment | Period of appointment 12 months. |