

Dubbo Touch Association

Position Description for Vice President

Brief description of Vice Presidents role:

The role of the Vice President is to support the President by attending and chairing meetings when the President is unavailable as well as overseeing all sub committees.

Duties:

1. Where the President is unable to attend meetings, attend these in his/her place and act as Chairperson where required.
2. Undertake a sporting facility and clubhouse inspection prior to each season and liaise with Council and contractors to rectify any issues and ensure routine maintenance completed.
3. Ensure the First Aid Kit and Defibrillation Maintenance Program is carried out.
4. Maintain key register of committee members who hold keys to clubhouse and storeroom/cupboards.
5. Allocate roles to general members. (e.g. discuss with general members if they are able to fill any vacancies within the committee, delegate tasks that need doing)
6. Coordinate and arrange relevant subcommittee meetings and report back to general committee.
7. Attend committee meetings on a regular basis and attend to tasks delegated at these meetings.
8. Provide support, assistance and mentoring to other committee members as required.
9. Provide Working with Children Check details to the Member Protection Officer.