

POSITION DESCRIPTION

Vice President



Committee of Management Role

Decision making, overseeing and long-term focus level of the committee

Objectives

- Assist the President to fulfill his/her responsibilities for the governance and success of the Association.
- Shadow the President in providing leadership and responsibility for the organisation and the Committee and step into the President's roles where needed.
- Support Waverley Tennis core activities and events
- Initiate new activities and events that support the achievement of Waverley's vision and mission

Responsibilities

- Be forward thinking and committed to meeting the overall goals of the Association.
- Step in for the President where needed including chairing meetings
- Be well informed of all organisation activities and able to provide oversight.
- Develop good relationships internally and externally
- Have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- Work collaboratively with other Committee Members
- Be a good listener and attuned to the interests of members and other interest groups
- Be a good role model and a positive image for the Association in representing the Committee in other forums (e.g. Tennis Vic Forums)
- Be a competent public speaker
- Be able to raise concerns with the President where they arise
- Be computer literate, able competently able to work with email, Word and Excel programs.
- Be available for monthly committee meetings & other activities required of the vice-president position.

Relationships

- Reports to and liaises with the President and Committee of Management.
- Liaises with the Committee of Management for special projects.

Accountability

- The Vice President reports to the President and Committee of Management.
- Provide a report on any aspect of operations to the committee when requested.