

# Job Description VICE PRESIDENT/S

## Objectives

Assist in the smooth running of the Club, specifically but not limited to their division, and be as knowledgeable as the Club President over club matters.

## Duties Profile

One of three backup leaders to the Club President. A member of the Executive Committee.

Be well informed of all club activities, specifically but not exclusively relating to their division (Teeball / Baseball / Softball), including financial position, programs run by the club, persons responsible for programs, and the number of teams / players.

Possess a good working knowledge of the Club's Constitution, bylaws and the duties of its office holders and subcommittees as well as state and regional sporting associations, specifically but not exclusively relating to their division.

Provide guidance and leadership to other members of the Executive and general Committee, specifically but not exclusively relating to their division. Spokesperson for their relevant division within the club.

Facilitate future planning within own and between sporting divisions in the club.

Convene and chair subcommittee meetings as necessary for the successful planning, budgeting and implementation of club programs and activities within their division. Items for consideration include but are not limited to:

- Formatting a club calendar – season start/finish dates, try-out sessions date, carnivals, presentation events.
- Registration day requirements.
- Sponsorship, uniform, photograph, trophy needs.
- Team compilation & selection. Equipment needs for number of teams.
- Communication before/during season - oversee coach and/or umpire training and information sessions as required; ensure all coaches and players are aware of participation rules and regulations pertaining to their division, compile information packs (rules and regs in writing).
- Game-day requirements – equipment, diamond marking and equipment, scoring and game reports.

Manage dispute resolution procedures, specifically but not exclusively relating to their division, according to Club bylaws as required.

Provide a monthly report to the Committee.

Vice-Presidents may be required to:

- Oversee other Executive and committee members and assist with their relevant roles, e.g., Registrars, Delegates, State Championships Coordinators
- Coordinate special projects and seasonal functions (e.g., presentations, coach/umpire meetings).
- Event management ,i.e., windups and Carnivals,

If required, in the absence of a committee member, is able to pick up and run with other committee positions.

Contribute to the long- and short-term achievements and activities of the club including but not limited to planning, setup, attendance, clean up as required.

Attend additional meetings as and when required to promote the views of the Club at relevant sporting associations.

### Working Relationships:

President

Registrars (Teeball / Baseball / Softball)

Subcommittees (Teeball / Baseball / Softball)

Sporting associations (Teeball / Baseball / Softball)

### Related Documents:

POLICY – Teeball / Baseball / Softball

Budget template

Constitution and club Bylaws



Teeball – Baseball – Softball

**Where the Whole  
Family can Play**

Sporting associations (Teeball / Baseball / Softball)