



Office Bearer

Position Description

Vice President

The Vice President is the primary leader of each division of the Byford Bushrangers Inc and has overall responsibility for each subcommittee within the division.

The Vice President reports directly to the President of the Byford Bushrangers Inc.

The Vice President is elected by the members by nomination at the Annual General Meeting, or by committee vote at a general meeting if the position is deemed vacant. The Vice President/s has full voting rights on all matters.

Responsibilities and Duties

The Vice President should:

- Responsible for overseeing all activities associated with the division
 - Manage Subcommittee meetings
 - Be well informed of all division activities
 - Act as a facilitator for division activities
 - Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures.
 - Responsible for any vacant roles within the subcommittee
 - Is aware of the future directions and plans
 - A good understanding of league requirements at local, regional and higher levels.
 - Responsible for any vacant roles within the committee
 - In the absence of the President, Chair committee meetings.
 - Attend all Committee meetings
-



Knowledge and Skills Required

Ideally the Vice President is someone who:

- Can communicate effectively
- Unbiased and impartial on all issues
- Receptive to change
- A good understanding of league requirements at local, regional and higher levels Hold or willing to apply for a current volunteer “working with children” check (if relevant)
- Is aware of the future directions and plans of members
- Is a supportive leader for all organisations members.
- Has a good working knowledge of the Rules of Association, By laws, Policies and the duties of all office holders and subcommittees
- Hold or willing to apply for a current volunteer “working with children” check (if relevant)

If at any stage the Vice President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Secretary of the conflict who will immediately inform all other committee members.

The estimated time commitment required as the Vice President of the club is;

Preseason

- 5 hours per week.

Mid-season

- 5 hours per week
- As required on competition days

Post season

- 5 Hours per week

The Vice President is appointed for a term of 12 months or by special resolution.
