

Goulburn Rugby Union Football Club

Job Description



JUNIOR VICE PRESIDENT (PRIMARY)

The Junior Vice President (Primary) coordinates the Fizzy Reds committee and runs the Fizzy Reds competition for primary school aged children.

The Junior Vice President (Primary) also liaises with Primary Schools in the region regarding other Primary School aged rugby opportunities, including rep football, and may also be called upon to chair meetings in the absence of the President or Senior Vice President.

RESPONSIBILITIES

As Fizzy Reds coordinator:

- Represent the Fizzy Reds competition to the public and in the media
- Responsible for assembling a Fizzy Reds Committee and for chairing the meetings and assuring related tasks are allocated
- Ensuring registrations are enabled through communications with Club's Registrar
- Ensure Fizzy Reds publicity is disseminated through communication with Club's Publicity Officer or Fizzy Reds publicity officer.
- Along with Fizzy Reds sub-committee, ensure ground marking and preparation, develop a competition draw, ensure referees are allocated, control canteen roster and arrange for trophies and awards
- Arbitrate in Fizzy Reds disputes.

As Primary School liaison:

- Ensure all promotional materials provided for schools
- Make contacts with schools to advise of other relevant competitions and opportunities.

KNOWLEDGE AND SKILLS REQUIRED

Ideally the Junior VP (Primary) is someone who:

- Can communicate effectively
- Is well informed of all organisation activities
- Can work well with parents and volunteers
- Has a good working knowledge of the constitution and by laws of the club
- Can be a supportive leader for the Fizzy Reds players, coaches, managers and supporters.

SUB-COMMITTEE INVOLVEMENT

- Fizzy Reds