

Goulburn Rugby Union Football Club

Job Description



SENIOR VICE PRESIDENT

The Senior Vice President chairs meetings in the absence of the President, and acts as the club's chief representative if the President is unavailable.

The Senior Vice President is also the club's lead Sponsorship Officer and convenes and organises the club's Sponsorship Committee. The Senior Vice President is accountable for all sponsorship deadlines and action points.

RESPONSIBILITIES

When acting as Chairperson:

- Manage committee meetings and other club meetings
- Manage and coordinate the annual general meeting

When acting as President:

- Represent the Club at local, regional, state and national levels
- Act as a facilitator for Club activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members
- Drive the development of the Club
- Be the chief spokesperson for the Club to outside interests
- Arbitrate in disputes, chairing the club's tribunal as required

As Senior Vice President:

- Provide support to Club President and assist with tasks as required.
- Convenes, coordinates and chairs Sponsorship Committee

KNOWLEDGE AND SKILLS REQUIRED

Ideally the Senior Vice President is someone who:

- Has sound connections and networks within the community
- Can work positively and supportively with President
- Is well informed of all organisation activities
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees

SUB-COMMITTEE INVOLVEMENT

- Sponsorships
- Recruitment & Retention