



HILLS HORNETS TOUCH FOOTBALL ASSOCIATION

Vice President

Responsibility

- ☞ Assist the President to carry out their duties and assume the role of the presiding officer in the event that the President is unable at any time.

Duties

- ☞ Perform a stocktake of all club property, equipment, uniforms and residual clothing and Club merchandise items:
 - at the end of the season for presentation at the Annual General Meeting
 - before the commencement of the new season and identify, report any loss and/or damage over the off season and, repair any equipment as required and arrange for any new purchasing requirements
- ☞ In conjunction with the President, represent the Club at Sydney Scorpions General and Annual General Meetings in a positive and professional manner and ensure that the Committee is updated timely manner of the proceedings of these meetings
- ☞ Have a sound understanding of the Club rules, the Constitution and the responsibilities and duties of office bearers and sub-committees
- ☞ Have a sound understanding of the Club, NSWTA, TFA Code of Conduct, rules, policies and guidelines
- ☞ Foster, promote and where necessary, insist, that all Club members respecting and abiding by the club, the NSWTA, TFA Code of Conduct, rules, policies and guidelines
- ☞ Attend all executive, special, committee and annual general meetings
- ☞ Be fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of everyone involved in the club
- ☞ Be unbiased and impartial, give clear direction and set an example for others to follow
- ☞ Be an effective and efficient chairperson, encourage focused discussion and have sound knowledge of debating and meeting procedures
- ☞ Be well informed of all club activities
- ☞ Maintain an overview of the club's strategic planning process
- ☞ Be prepared to make difficult decisions on behalf of the club if necessary
- ☞ Assist the President to:
 - Ensure at all times the management of the club remains positive and progressive and the objectives and aims of the club are respected and observed
 - ensure that the Club's financial management procedures remain on target
 - ensure that responsibilities delegated to the Committee and various office bearers are widely communicated, understood and followed through
- ☞ Perform any other duties as required by the Committee