



Mountain Creek Netball Club

Vice President	
Position Type:	Voluntary
Reports To:	MCNC Executive Committee
Position Length:	1 Year (From AGM to AGM – approx. September to September).
Availability:	Sign-on, grading days, Saturdays, and some evenings.
Certifications Needed:	Current Blue Card (working with children check).

General Description / Responsibilities	
Job Purpose:	The role of the Vice President is to provide leadership, responsibility and support for the organisation as a whole and their committee. The Vice President is primarily responsible for supporting and sharing the President's key responsibilities, aiding in the organisation/preparation of all club events, and be a key point of contact for all club members (committee, coaches/managers, community).
Job Responsibilities:	<p>The responsibilities of the club Vice President are:</p> <ul style="list-style-type: none"> • Stay informed about all club activities and operations. • Understand club rules, processes, and the roles of all committee members. • Support the President in ensuring the club has a clear purpose, vision, and values to guide its culture and decisions. • Support the President in distributing committee responsibilities at the season's commencement and aid in answering any questions regarding roles and responsibilities. • Attend all Association meetings as the club representative in the absence of the President. • Help manage complaints and disputes fairly, following club policies and procedures
Specific Roles:	<ul style="list-style-type: none"> • Set and share all key dates for the season (e.g. sign-on, grading, training start, team release, break-up) • Work with the Executive Committee to plan and run team grading and formations • Aid the Secretary in the distribution of finalised teams and team contacts for coaches/managers. • Collate all team training preferences from coaches/managers and allocate them training days/sessions. • Aid in the distribution of position descriptions to all coaches and managers prior to the commencement of training. • Organise food, team volunteer list and email parents for home bake for SCNA BBQ and ground duties day. • Distribute (and follow up) all coaches feedback forms and collate as they are returned. • Be available and responsive via email throughout the season.

	<ul style="list-style-type: none"> • Be available for all club events including sign-on day, grading days, all Saturdays, and Club Break Up. • Be available all day on BBQ day and photo day to assist committee.
Vice President Capabilities:	<p>The individual taking on Vice Presidency will require:</p> <ul style="list-style-type: none"> • Strong communication and interpersonal skills, including public speaking. • Ability to function in a team environment with evenly distributed responsibilities. • Superior time management and organisational skills and ability to meet deadlines. • Reliable and able to maintain confidential membership information. • Well-developed decision-making skills and be receptive to change. • Understand how to separate personal interest and association matters so to always act in the best interest of the organisation. • Dedication and a good role model to the community and committee.

Vice President Season Calendar

October	Full Committee	AGM
	Full Committee	General Meeting
	Vice President	Follow Up Coaches Feedback Forms
November/December	Full Committee	Monthly Meeting
	Executive Committee	SCNA calendar released – Confirm season dates
	Vice President	Create player feedback form for registrations
	President/Vice President/Secretary	Contact graders to pencil them in for grading
January	Executive Committee	Grading Meeting (sessions, teams, times)
	Full Committee	Monthly Meeting
	Full Committee	Sign On Day
	Vice President/Registrar	Download Registrations
	Vice President	Collate player feedback forms
	President/Vice President/Secretary	Form Grading Teams
	Vice President	Contact Previous Coaches
	Full Committee	Grading Days/Nights
February	Executive Committee	Team Formations
	Full Committee	Monthly Meeting + Team Formations
	Vice President/Secretary	Contact Coaches/Managers
	Vice President/Secretary	Type/Send Coaches Team Contacts
	Vice President/Secretary	Send team release
	Executive Committee	Potential meeting for team adjustments
	Vice President/Secretary	Upload final team lists (for committee)
	Full Committee	Coaches/Managers Welcome
	Full Committee	Monthly Meeting
March	President/Vice President	Explain SCNA Grading Process to Coaches/Managers
	Full Committee	Monthly Meeting
April	Vice President	Organise BBQ/Ground Duties Volunteer Roster
	President/Vice President	Division check in – 2-3 week grading check in for divisional teams
	Full Committee	Monthly Meeting
May	Full Committee	BBQ/Ground Duties – Man BBQ at rostered timeslot
	Full Committee	Team Photos Day – Man photos at rostered timeslot
	Full Committee	Monthly Meeting
June	Full Committee	Monthly Meeting
July	Full Committee	Monthly Meeting
	Vice President	Send out coaches feedback forms

	President/Vice President	Touch base with coaches/managers regarding finals procedures (scoring, time keeping, overtime etc.)
	Vice President	Ask coaches for end of year award winners per team
August	Full Committee	Monthly Meeting
	Vice President	Order Coaches/Managers Gifts
	Full Committee	Coaches/Managers Break Up
September	Full Committee	Monthly Meeting
	Full Committee	Club Break Up
October	Full Committee	AGM