



# POSITION DESCRIPTION

*St Thomas Netball Club- Work Hard, Play Fair, Have Fun*

<b>Position Title:</b>	<b>Vice President</b>
<b>Reports to:</b>	Executive Committee <b>Direct Reports:</b> Committee
<b>Employment Status:</b>	Volunteer
<b>Time Commitment</b>	Variable- (no more than 6 hours per month)
<b>St Thomas Netball Club</b>	<p>STNC is a not for profit, member-based organisation. The committee is run by volunteers to ensure the ongoing support of the sport of netball in the Whitehorse community.</p> <p>STNC moto is <i>Work Hard, Play Fair, Have Fun</i>. Our Values are Inclusivity, Teamwork, Respect &amp; Development.</p>
<b>Commitment to Child Safety</b>	<p>We require all members above the age of 16 who coach, supervise or are part of the committee to have a valid WWC confirmed by the club. Netball's Commitment Statement to Safeguarding Children and Young People and other important information can be found at <a href="https://vic.netball.com.au/child-safety-netball">https://vic.netball.com.au/child-safety-netball</a></p> <p>At STNC we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball.</p> <p><b>STNC Commitment to Safeguarding Children &amp; Young People</b></p> <p>Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. STNC is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.</p>

## Primary Purpose of Position

- Oversee all netball related matters across the Association
- Provide leadership to all coaches, players, support staff and volunteers
- Provide support to the President of the Association
- Provide support to the Committee members to ensure the efficient operation of the Association

## Key Responsibilities

- Perform Presidents duties when President is unable
- Assist the President and perform other such duties as directed
- Facilitate planning
- Provide guidance and leadership
- Chair and manage meetings, including Annual General Meeting
- Monitor budgeting
- Represent the Association to the public

- Uphold Constitution, By-Laws, rules, policies and procedures of the Association
- Organise the selection, purchase and distribution of trophies each season

#### Knowledge, Skills & Abilities

- Good working knowledge of constitution, by laws
- Good communication skills
- Understanding of association operations, rules, constitution etc.
- Ability to manage people, lead meetings and delegate
- Experience in leadership role (preferred)
- Experience with planning operations
- Ability to manage people and lead meetings
- Ability to lead by example
- Ability to engage, encourage and lift the level of service
- Dedicated association person
- Well-developed decision-making skills
- Ability to negotiate successfully between members and reconcile opposing views
- Can maintain confidentiality on relevant matters
- Have the ability to forward plan and lead the organisation to reaching its short and long term goals
- Be a positive role model and competent public speaker

#### Other Requirements

- Induction Training
- Police Check
- Working with Children Check
- Other (please specify)