

Scarboro Surf Lifesaving Club

Job Description – Vice President



1. Position

Vice President

2. Position Purpose

In the absence of the President, Executive Officer who shall preside at Club Meetings with all powers of the President. They shall undertake special duties from time to time as directed by the President and/or the Executive Committee.

3. Key Relationships

This role reports to
Executive

4. Approved by

Director of Administration

Name: Nick Stewart

Date: 28 June 2013

Club President

Name: Elise Irwin

Dated: 28 June 2013

Scarboro Surf Lifesaving Club

Job Description – Vice President



5. Major Responsibilities

Key Accountabilities

- Assist the President with overall responsibility for the Club's management
- Ensure planning and budgeting is in accordance with the wishes of the members
- Ensure all rules and regulations of the Club are upheld
- Encourage sponsors and supporters
- Ensure financial, social and structural viability of the Club
- Identify and communicate to members any threats, challenges and opportunities available to the Club
- Responsible for the day to day coordination of sponsorship activities
- Liaise with the Operation Manager to ensure sponsors are invoiced accordingly and that they receive ongoing communication as to the Club's activities

6. Primary Accountability

Performance Measures

- | | |
|-----------|--|
| Reporting | Submit a sponsors report at each Executive Committee meeting |
| | Prepare annual report |
| Budgets | Prepare a budget for anticipated expenditure |
| Sponsors | Coordinate sponsorship activities |

7. Required Competencies

- Communicate effectively both verbally and in writing
 - Well-organised and can delegate tasks
 - Maintain confidentiality on relevant matters
 - Have a good working knowledge of the Club Constitution, policies and by laws
 - Able to work unsupervised and be self motivated
 - Demonstrated leadership abilities
 - Ability to keep correct up-to-date records
 - Able to work in a logical orderly manner
 - Working with Children clearance
-