



**Position Description
Vice President**

The Vice President has overall responsibility for the Eastern Suburbs Touch Association administration.

The Vice President is primarily responsible for ensuring the association sets and meets its representative goals and objectives, and is administered according to the Association Rules and completes all legal and compliance obligations.

The Vice President is one of five Elected Executive Members, as per Constitution.

Responsible to

The Vice President is elected by the Eastern Suburbs Touch Association members under Clause 15 of the ESTA Constitution and is responsible for representing the views of the Eastern Suburbs Touch Association members.

Responsibilities and duties

The Vice President should:

- Manage the Representative Committee
- Be in attendance at Executive Committee meetings
- Manage the annual general meeting in the absence of the President
- Support the President in ensuring the association has a clearly defined purpose, vision and set of values to guide decision-making, club culture and behaviour.
- Assist the President in facilitating the planning of the clearly defined goals, objectives, documented strategies and implementation plans on how they will be achieved over the following year/season.
- Represent the association/group at local, regional, state and national levels as needed
- Regularly liaise with representative committee members, managers and coaches to ensure they fulfil their roles and responsibilities.
- Assist the President in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the association. This includes but is not limited to NSW Touch Association, Touch Football Australia, Sydney Roosters RLFC, Centennial Parklands, Randwick City Council, Woollahra Municipal Council and local schools within the ESTA catchment

Eastern Suburbs Touch Association

- Act as a signatory for the Association in all legal purposes and financial purposes if required.
- Serve as a spokesperson for the Association if required.

Qualifications and experience required

- Previous experience in a leadership role in a not-for-profit, volunteer-based organisation is preferable.
- Knowledge of the laws and legislation relating to non-profit organisations.

Knowledge and skills required

Ideally the Vice President is someone who:

- Can communicate effectively and possesses strong communication and interpersonal skills, with particular emphasis on public speaking.
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all association members.
- Strong management skills and ability to delegate and work collaboratively with committee members.
- Ability to chair committee and executive meetings.
- Well-developed decision-making skills.
- Experience with planning and operations.
- Sound financial management skills.
- Receptive to change.
- Dedicated club person and good role model when representing the committee.

Period of appointment

The Vice President is elected for a two year term under Clause 15.3 of the ESTA Constitution.

Notes

- This position requires a clearance/s to work with children which is an essential component of this role and therefore to continuing employment.
- The ordinary working hours for the position can include duty on weekends and evenings.
- The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment.