



# Vice President

The role of Vice President is to work closely with and support the President to undertake the leadership and governance responsibilities of Gardens Tennis Club. The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason, in accordance with constitution.

## Responsibilities

The Vice-President shall hold office for one (1) year from election at the Annual General Meeting. To successfully undertake the role of Vice-President, responsibilities include but are not limited to:

### Knowledge

- Be well informed of all club activities, including those of all sub committees and/or working groups
- Have a good working knowledge of the club's constitution, policies and procedures as well as the duties of all office holders
- Have a strong understanding of the legal and compliance obligations of running the club including the Associations Act, liquor license requirements and Good Sports accreditation requirements.
- Be aware of grant/funding availability.

### Governance

The Vice President will assist the President to:

- Evaluate the present and future needs of the club.
- Ensure the club has clearly defined goals and objectives and documented strategies and implementation plans to achieve these.
- Ensures the club defines and documents its culture and standards of conduct and continually communicates them to members, players, coaches, supporters and volunteers.
- Ensure the club has strong financial controls, reporting, budgets and cash flow projections.
- Ensure compliance and legislative obligations are met
- Ensure arrangements are in place to protect the health and safety of all club participants.

- Ensure all complaints and disputes are immediately investigated and responded to according to the Club constitution.
- All club positions, roles, sub committees and/or working groups have regularly reviewed position descriptions or terms of reference.
- Club activities are documented in policies and procedures as appropriate.
- Volunteers are trained and supported throughout the year to undertake their roles successfully.

### **Meetings, communication and key relationships**

- The Vice President will assist the President to set the agenda for each committee meeting and general meeting, including the clubs Annual General Meeting.

In the absence of the President, the Vice President will:

- Chair all committee, executive and general meetings including Annual General Meeting.
- Act as a spokesperson for the club and represent it locally, regionally and nationally as required, including at club events.
- Regularly liaise with sub committees and/or working groups to ensure they receive assistance and support as needed and are regularly reporting to the committee.
- Maintain a good working relationship with all relevant stakeholders, including Tennis NT.
- Maintain a good working relationship with the Service Provider and with other members of the Executive ensure the Service Provider fulfills their contractual obligations to the club.
- Ensure committee members fulfil their responsibilities to the club.

### **End of year hand over**

- The Vice President will review and make suggestions to revise their position description annually to ensure it continues to reflect the requirements of the role. An updated position description will be approved by the Committee and provided to the Secretary prior to the Annual General Meeting each year.
- Where possible, the outgoing Vice President will brief and provide required information and resources to the incoming President.

### **Essential Skills and requirements:**

- Hold or willing to apply for a current volunteer “working with children” check.
- Can communicate effectively.
- Listens to members requests and is a supportive leader for the best interests of the club and its members.
- Is well informed of day to day operations of the club.
- Is aware of the future directions and plans of the club and contributes to their development.
- Develop a good working knowledge of the Club Constitution and the duties of all office holders and sub-committees and/or working groups.

- Is able to effectively chair meetings.
- Is able to liaise effectively with key external stakeholders of the club.  
Develop a good understanding of the club requirements at local, regional and higher levels.
- Can work as a team with other committee members and the service provider.
- Is unbiased and impartial on all issues.
- Is receptive to change.
- A dedicated club person.

The Vice President is expected to:

- Act in the best interest of the club and its members at all times;
- Attend all committee and general meetings;
- Abide by the Standing Orders for committee meetings;
- Undertake the role in good faith and with honesty.

If at any stage the Vice President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the President of the conflict who will immediately inform all other committee members.

***The estimated time commitment required as the Vice President is at least 5 hours per week***