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JOB DESCRIPTION

VICE PRESIDENT

The Vice President is the secondary leader of the Berri Tennis Club and contributes to the administrative responsibility of the Club.

The Vice President assists in setting agendas in consultation with members, calling and conducting meetings in the absence of the President and also working within the overall framework of the committee by being involved in all aspects of the Club's management.

Responsible to: The Vice President is responsible to the President and members of the Berri Tennis Club.

Role Requirements: Understanding of tennis sporting structure in the Riverland (clubs and association roles). Knowledge of meeting procedure. Knowledge, understanding and upholding of club constitution. Understanding of club finances and expenditures. Effective interpersonal communication skills. Time management skills. Ability to delegate. Observe confidentiality when required.

Responsibilities:

- Perform the duties of the President in their absence.
- Assist the President in organizational and management duties.
- Representation of Berri Tennis Club members at local, regional, state and national levels.
- Requesting agenda items for discussion.
- Back-up facilitator of club activities.
- Ensure all committee members are familiar with their responsibilities under the South Australian Associations Incorporation Act 1985 and carry out their roles appropriately.
- Provide positive support to committee members and office bearers.
- Media and promotional representation as required.
- Is a co-signatory on all Berri Tennis Club accounts.