

MAITLAND CITY SOFTBALL CLUB INC

JOB DESCRIPTION FORM

VICE-PRESIDENT

The Vice-President serves in a supporting role to the President of the Maitland City Softball Club Inc.

Responsible to:

The Vice-President is elected by Maitland City Softball Club Inc members and responsible to the President of Maitland City Softball Club Inc.

Responsibilities and Duties:

The Vice-President should:

- Support the President in all capacities where requested or in the absence of the President
- Provide support to all committee members as and when required
- Act as a facilitator for Club activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members
- Assist the other committee members as required
- Promote our Club's Mission, Purpose and Values

Knowledge and Skills Required:

Ideally the Vice-President is someone who:

- Can communicate effectively
- Is well informed of all club and organisational activities
- Is aware of the future direction and plans of the club
- Has a good working knowledge of the Constitution, rules and the duties of all club directors and sub-committees
- Is a supportive leader for all Club members'