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## **JOB DESCRIPTION**

### **Vice President**

The Vice President is the secondary leader of the Seacliff Tennis Club (to the President) and contributes to the overall responsibility for the Seacliff Tennis Club's administration.

The Vice President assists in setting the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then assists in keeping the committee on track by working within that overall framework.

#### ***Responsible To***

The Vice President is directly responsible to the President of Seacliff Tennis Club and members of Seacliff Tennis Club.

#### ***Responsibilities and Duties***

The Vice-President/Vice-Chairperson should:

- Perform the duties of the President in his/her absence
- Assist the President in organizational and management duties
- Represent the club/group at local, regional, state and national levels
- Act as a facilitator for club/group activities
- Perform other duties as assigned.

#### ***Knowledge and Skills Required***

Ideally the Vice President is someone who:

- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of the Club
- Has a good working knowledge of the constitution, rules and the duties of all office holders and sub-committees
- Is a supportive leader for all members.

#### ***Estimated Time Commitment Required***

Verbal communication to the next Vice President.

***NOTE:*** The Office bearer of this position is to update this Job Description based on experience gained during the season in the conduct of these duties, for passing on to his/her successor

Reviewed 25/05/2022