JOB DESCRIPTIONS

Vice President

Summary:

In some clubs the Constitution prescribes a number of Vice President positions. Where this occurs it is often the practice to allocate a specific role and responsibilities to each VP. For example, rugby operations, sponsorship, PR/ media, club development and facilities. Any volunteers or working parties associated with these roles would be identified here.

Reports to:

Executive Committee (or President)

Role:

- 1. Provide direction and management of a group allocated a specific activity/task by the Club Committee.
- 2. Negotiate a time frame for completion and ensure progress reports are tabled at club meetings;
- 3. Within the limits of resources allocated, identify and obtain the personnel and materiel that are required to complete the task(s) allocated.;
- 4. Make a major contribution to the compilation and evaluation of the club's strategic activities;
- 5. When required, chair club meetings and represent the club at functions, and meetings.

Performance Measures:

- Monthly, the readiness of reports for the committee on any activity allocated are available prior to the meeting
- The achievement of any responsibilities allocated are monitored on an on-going basis, compliance with timeframes and costs are supervised