



**NATIONAL CLUB  
ACCREDITATION SCHEME**

**Hurlstone Park Wanderers  
Position Description – Vice President**

**JOB TITLE:**

Vice President

**OBJECTIVE:**

The main duty of the Vice President is to assist the President in any way possible and lighten the load of their duties.

**RESPONSIBILITIES / TASKS:**

At the operational level, the major function of the Vice President is to facilitate effective committee meetings, in the Presidents absence

The Vice President at all times acts in the best interests of the Hurlstone Park Wanderers Football Club..

**RELATIONSHIPS:**

The Vice President is elected by the Hurlstone Park Wanderers Football Club members and responsible for representing the views of its members.

The Vice President has no direct reports.

The Vice President may also coordinate the Club's sub-committees in place from time-to-time

**ACCOUNTABILITY:**

The Vice President is accountable to the members and General Committee of the club. The estimated time commitment required as the Vice-President is 3-4 hours per month.

**ESSENTIAL SKILLS:**



HURLSTONE PARK  
WANDERERS FC

**Hurlstone Park Wanderers Football Club**

PO BOX H66, Hurlstone Park, NSW, 2193  
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[www.hurlstoneparkwanderers.com.au](http://www.hurlstoneparkwanderers.com.au)  
[info@hurlstoneparkwanderers.co.au](mailto:info@hurlstoneparkwanderers.co.au)



### **NATIONAL CLUB ACCREDITATION SCHEME**

- Well informed of all club activities.
- Aware of the future direction and plans of club meetings.
- Able to chair committee or executive meetings.
- A good understanding of league requirements at local, regional and higher levels.
- Possesses a good working knowledge of the club's Constitution, rules and the duties of its office holders and sub-committees.
- Well versed in the rules or procedures for varying meeting types and unbiased and impartial on all issues.
- Well informed about the purpose of any meeting and items to be covered and is able to avoid repetition, arguments, interruptions and deviation from the matter under discussion.
- Receptive to change.
- Dedicated club person.
- Be approachable.

#### **DESIRABLE SKILLS:**

- Ability to plan events and activities for a year.
- Financial skills/knowledge.
- Empathy.
- Communication and negotiating skills.
- Listening skills.



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