



## Position Description: Vice-President

Last updated 1 December 2024

### Overview

The Vice President works closely with and supports the League President. The Vice President will assume the duties and responsibilities of the President if the President becomes unavailable for any reason. This role is ideal for those considering becoming the League President in the future, as the Vice President works closely with the President in undertaking the leadership and governance responsibilities of the league.

### Responsibilities

#### General Responsibilities

- Provide support to the President and assist in fulfilling their responsibilities.
- Assume the duties and responsibilities of the President in their absence.

#### Knowledge

- Be well informed of all league activities, especially those of subcommittees.
- Have a good working knowledge of the league rules, by-laws, policies, and procedures, as well as the duties of all office holders.
- Have a strong understanding of the legal and compliance obligations of running the league.

#### Governance

Assist the President in meeting the league's key governance responsibilities, ensuring the league:

- Defines and documents its culture and behaviours, continually communicating them to members, players, coaches, supporters, and volunteers.
- Sets clear goals and objectives with documented strategies and implementation plans.
- Enforces strong financial controls to protect the league's assets and the volunteers handling funds.
- Has strong financial knowledge, including reporting, budgets, and cash flow projections.
- Complies with all legislative obligations.
- Promotes and protects the health and safety of all league participants.
- Investigates and responds to all complaints and disputes promptly, following league policies and procedures.
- Regularly reviews all league positions, roles, and subcommittee position descriptions or terms of reference.
- Documents all league activities in operational manuals, policies, and procedures.
- Provides training and support for volunteers throughout the year.

#### Meetings, Communication, and Key Relationships

- Assist the President in setting the agenda for each committee and general meeting, including the league's annual general meeting.
- In the absence of the President:
  - Chair committee meetings.
  - Chair the annual general meeting.
  - Act as a spokesperson for the league and represent it as required.
  - Ensure all responsibilities of the President are undertaken.

**Renegade Pub Football League Inc.**

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### **Essential Skills and Requirements**

- Act in the best interest of the members at all times.
- Attend all committee meetings.
- Effective communicator.
- Well-versed in all league tasks and capable of overseeing organizational activities.
- Proficient in the league's rules and the duties of all officeholders and subcommittees.
- Supportive leader for all league members.
- Experienced in chairing committee or executive meetings.
- Unbiased and impartial.
- Open to change.
- Dedicated league person.

**Estimated time commitment required: 3 hours per week during the season.**