



NEWTON JAGUARS NETBALL CLUB

POSITION DESCRIPTION – Vice President Operations

ORGANISATION:	Newton Jaguars Netball club
POSITION TITLE:	Vice President Operations
POSITION TYPE:	Voluntary
RESPONSIBLE TO:	Club President, Club Committee
TERM OF OFFICE:	Two years
TIME COMMITMENT:	Hours per week as negotiated

POSITION REQUIREMENTS

PURPOSE:

To assist the President on all Operational Matters in relation to NJNC Administration.
To liaise with internal and external bodies as requested by the President.
Act in the role of President in his or her absence.

KNOWLEDGE / SKILLS:

- Strong Leadership and Communication skills at all levels of NJNC and associated bodies
- Good people skills and interest in all aspects of NJNC
- Provide a positive image for the NJNC in representing the Committee in other forums
- Committed to a team working environment
- Friendly and caring attitude
- Well informed on relevant NJNC activities
- Aware of the future directions and plans of the NJNC
- Skills to work collaboratively with committee members and officials
- Understanding of NJNC Constitution / By-laws / Policies and Procedures.
- Displays strong supportive leadership skills to all NJNC Officials, players, volunteers and parents.
- Maintain Confidentiality on relevant NJNC matters
- IT competency – familiar with basic operating systems, Microsoft Office,

RESPONSIBILITIES AND DUTIES

- Develop and promote an active “BELIEVE IT- ACHIEVE IT” culture in NJNC
- Support the Committee to represent the culture and direction of NJNC
- Support committee in making decisions for the benefit of NJNC including disciplinary matters
- Actively support the President and represent him on behalf of NJNC in his or her absence
- Ensure that Corporate Governance is observed by NJNC Officers
- Support the committee members in particular Marketing, Fundraising and Sponsorship
- Network with other clubs and sporting bodies
- Take active role in communication with club Sponsors in conjunction with the Sponsorship Co-ordinator



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RESPONSIBILITIES AND DUTIES CONTINUED:

- Attend all committee meetings.
- Ensure Corporate Governance is observed by club officers
- Ensure the NJNC operates within the Constitution and By Laws
- Represent NJNC on behalf of the President as requested to association, and community meetings or forums.
- Attend relevant Sub Committee meetings on behalf of the committee.
- Be aware of all NJNC Officials and their roles
- Be familiar with the Constitution / By laws / Policies and Procedures of NJNC as well as those of the governing body
- Maintain Policies and Procedures and ensure development and implementation of new initiatives are recorded
- Provide clear and transparent decision making with the best interest of NJNC, Players, Parents and Volunteers as the prime goal.

ADDITIONAL INFORMATION

REQUIRED CHECKS:

- Working with Children Check
- DSI check

THE OPPORTUNITY TO:

- Work as part of a team of people dedicated to the growth and development of netballers, coaches and officials of the NJNC
- Have an active input into the goals and objectives of the NJNC
- To provide skills in a positive, engaging and challenging way
- Be an active contributor to providing a safe, caring and positive environment for young people being involved in the NJNC
- Be part of a group of people dedicated to the development and longevity of the NJNC
- To provide vision for the future of the NJNC and it's environment

REIMBURSEMENT OF OUT OF POCKET EXPENSES:

- Subject to advanced authorization and presentation of receipts

FOR FURTHER INFORMATION REGARDING THIS POSITION PLEASE CONTACT THE PRESIDENT OR SECRETARY OF THE NEWTON JAGUARS NETBALL CLUB ON THE WEBSITE