

Job Description: Club Vice President

Role: Volunteer (Executive Committee Position)

Time Commitment: Approximately 3-4 hours per week, including attendance at monthly committee meetings and regular competition days.

Reports To: Club President

Purpose of the Role

The Vice President supports the President in providing leadership, governance, and strategic direction for Melville Athletics Club. The role plays a key part in ensuring the Club operates effectively while fostering a positive, inclusive, and welcoming environment for athletes, families, and volunteers.

The Vice President acts as the President's delegate when required and provides support and guidance to committee members to help deliver a successful athletics season.

Key Responsibilities**Support the President**

- Work closely with the President on strategic planning, governance, and key club initiatives.
- Assist with executive decision-making and the resolution of significant club matters.
- Provide leadership and support across all areas of club operations.

Act on Behalf of the President

- Chair committee meetings when the President is unavailable.
- Represent the Club at Athletics West, community, and stakeholder meetings as required.
- Serve as a trusted deputy and leadership partner to the President.

Support and Guide the Committee

- Provide guidance and support to Executive and General Committee members.
- Assist volunteer managers with achieving seasonal objectives and delivering club activities.
- Encourage collaboration and communication across the committee.

Lead Special Projects

- Coordinate significant club initiatives such as policy reviews, strategic planning activities, grant applications, or governance projects.
- Assist with the planning and delivery of the Annual General Meeting (AGM).
- Contribute to continuous improvement initiatives that strengthen club operations.

Promote Club Culture

- Be a visible and approachable leader during competition days and club events.
- Help create a positive, inclusive, and enjoyable environment for athletes, families, officials, and volunteers.
- Support volunteer recognition and member engagement activities.

Skills and Experience

Successful Vice Presidents generally possess:

- Strong leadership, communication, and organisational skills.
- The ability to work collaboratively with volunteers and stakeholders.
- Sound judgement and decision-making abilities.
- An understanding of club governance and committee operations.
- A positive, approachable, and team-focused leadership style.
- Confidence representing the Club within the athletics community.
- A current Working with Children Check (WWCC).

What We Provide

- An opportunity to make a meaningful contribution to the future of Melville Athletics Club.
- Support from an experienced Executive Committee and dedicated volunteer community.
- Exposure to club leadership, governance, and strategic planning.
- The opportunity to develop leadership skills while supporting the growth of young athletes.