

# **PORT ADELAIDE CYCLING CLUB**

## **ROLE STATEMENT**

### **VICE PRESIDENT**

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The Vice President is elected by the membership of the Club at the Annual General Meeting and is directly responsible to the President, the Committee and Club members.

The Vice President should work closely with the President to support them to undertake the leadership and governance responsibilities of the Club. The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason.

The general responsibilities of the Vice President are wide and varied and may include, but is not limited to the following responsibilities.

#### **Governance**

- Serves concurrently as the Public Officer for the Club and ensures compliance with the *Associations Incorporation Act 1985 (SA)*.
- With the President and Committee, establishes governance and functional arrangements for sub-committees.
- Reviews, or arranges review of the Club Constitution to ensure it is relevant and compliance with appropriate legislation.

#### **Meetings**

- Assumes the President's duties at meetings if necessary.

#### **Administration & Management**

- Provides support and assistance for all other committee positions if required.
- Carries out other duties as assigned.
- Serves on and contributes to other sub-committees as required.

#### **Planning**

- In partnership with the President, Committee and membership, produces a Strategic Plan for the Club.
- Ensures the regular review and development of the Strategic Plan.

#### **Media & Promotion**

- Serves as spokesperson for the Club as appropriate.
- Promotes the Club in the community as opportunities arise.
- Contributes to the Club's newsletter / website.

## **Essential Skills and Requirements**

- Holds (or acquires immediately after election to the Committee) a current “Working with Children” police check.
- Effective Communication skills.
- Remains well informed of the club, its functions and activities.
- Is aware of the future direction and plans of the Club and Committee.
- Has a good working knowledge of the rules of the club, the duties of committee members and sub-committees.
- Is a supportive leader for all members and the broader cycling community.
- Able to chair committee meetings.
- A good understanding of the sporting and competition requirements at local, regional and higher levels.
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated to the Port Adelaide Cycling Club.

The Vice President will also undertake other duties as identified in the Role Statement for a General Committee Member.

## **End of Term Handover**

The Vice President will ensure that any operating / procedure documents are created and maintained throughout their term.

The Vice President will review and revise their Role Statement to ensure it continues to reflect the requirements of the role.

The updated operating / procedure documents and Role Statement will be provided to the club Secretary prior to the Annual General Meeting each year.

The Vice President will also train, mentor and support the incoming Vice President in the initial stages of their appointment to the role.

## **Commitment**

The Vice President will attend monthly Committee meetings as arranged by the Committee. If the Vice President is unable to attend a meeting, apologies will be forwarded to the Secretary as soon as practical, but prior to commencement of the meeting.

The Vice President would also be expected to undertake other duties as identified in the Role Statement for a General Committee Member.