



Burleigh Bears Junior Rugby League Club

Position Description

Position Title:	Vice President	Category:	Executive Committee
Position Description			
The Vice President is the assisting leader of the club, and the primary responsibility of the Vice President is to be prepared to assume the powers and duties of the President in his absence. The Vice President will need to have sound leadership skills and have effective communication. They will be required to have significant experience in Rugby League and have knowledge and understanding of current rules and constitutions across RLGC, SEQ, QRL and NRL Has the ability to liaise with the Executive Committee, General Committee and Sub-Committee of the club; Members and Volunteers; Local and State Sporting Association; Members of Parliament both Local/ State/Federal.			
Responsible To			
The Vice President is elected by the club's members and responsible for representing the views of the members.			
Responsibilities and Duties			
• In President's absence the Vice President assumes the responsibilities of the President. • Act as a facilitator for club activities. • Vice President is to be well informed of all club activities, ensure committee members, coaches and managers fulfil their responsibilities to the club. • Vice President needs to be prepared to make difficult decisions on behalf of the club if necessary. To be fair and reasonable, show consideration and understanding towards the feelings, hopes and expectations of everyone involved in the club. • Vice President ensures all complaints and disputes are immediately investigated and responded to according to club policies and procedures. • Be fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of others involved in the Club. • Be unbiased and impartial, give clear direction and set an example for others to follow. • Keep informed of all Club activities and be aware of future planning initiatives. • Ensure Club rules, constitution and by-laws are respected and observed by everyone. • Encourage players and officials to abide by the Rugby League Gold Coast and SEQ Rules, Regulations and Codes of Conduct. • Regularly liaise with sub committees to ensure they receive assistance and support as and when they need it. • Manage committee and/or executive meetings when the President is not in attendance. • Be available for member enquiries on training days. • Be available to attend home games and assist with running these days. • Be proactive and help in areas around the club on all club required days.			

Time Commitment Required & Period of Appointment
The estimated time commitment required as the Vice President is 15 - 20 hours per week. This may increase for home game and decrease during the off season. The Vice President is appointed for a 2-year period.
Honorarium Payment:
\$2500 payable at the End of Season.