

## **JOB DESCRIPTION – VICE PRESIDENT**

The Vice President of Matamata Swifts AFC will assist the President with his/her duties.

The Vice President will assist with setting the overall annual committee agenda (consistent with the views of members), help the management committee prioritise its goals and then help keep the management committee on track by working within that overall framework. At the operational level, the major function of the Vice President is to assist the President with facilitation of effective management committee meetings and help oversee completion of the annual plan.

### *Responsible To*

The Vice-President is elected at the Annual General Meeting by the financial members of Matamata Swifts AFC and is directly responsible to the President and the members of Matamata Swifts AFC.

### *Responsibilities and Duties*

The Vice President should:

- Stand-in for the President if/when required.
- Reinforce Matamata Swifts AFC's core purpose and values in their practice.

### *Knowledge and Skills Required*

Ideally the Vice President is someone who:

- Can communicate effectively.
- Is well informed of all organisation activities.
- Is aware of the future directions and plans of members.
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.
- Is a supportive leader for all members of Matamata Swifts AFC.
- Can maintain confidentiality on relevant matters.

### *Period of Appointment*

The Vice President is appointed for a term of one year.