



# NCCC Vice President role description



**Title** – Vice President

**Reports to** – President and exec

**Position Statement** - Organise and facilitate

**Strategic Relationships** – Club members and stakeholders, governing body officials

**Key Working Documents-**

- Club Statement of Purpose, Constitution, rules, by laws and policies.
- Club strategic plan.
- Rules and constitution of the Geelong Cricket Association.

**Job Tasks**

- Assist the President and act as deputy if and when required
- Represent the club in governing body administration matters and local government discussions and planning. Act as the senior club delegate in the absence/unavailability of the President.

**Equipment and Resources -**

**Knowledge and Skills required –**

- Communicates effectively.
- Is organised and can delegate tasks when required.
- Can maintain confidentiality on relevant matters.
- Has working knowledge of the club and its policies and processes.
- Computer access and minimum basic program competencies.

**Attendance Requirement**

- Committee, executive and planning meetings of the club.
- As the senior club delegate and spokesman to governing bodies

**Remuneration –**

Signed ----- date ----- President

Signed ----- date -----

The role is a one year appointment as elected at the AGM.