

DUDLEY - REDHEAD J.R.L.F.C.  
**The Mighty Magpies**



**VICE PRESIDENT JOB DESCRIPTION**

**Responsibilities:**

The Vice President is to assist the President with all the duties listed below.

**Duties:**

- Be fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of everyone involved in the club.
- Be unbiased and impartial, give clear direction and set an example for others to follow.
- Be an effective and efficient chairperson, encourage focused discussion and have a sound knowledge of debating and meeting procedures when the President cannot attend such debates/meetings.
- Represent the club at a league/region/state level in a positive and professional manner.
- Be well informed of all club activities.
- Have a sound understanding of the club rules, the constitution and the responsibilities and duties of office bearers and sub-committees.
- Ensure the clubs financial management procedures remain on target.
- Ensure at all times the management of the club remains positive and progressive and the objects and aims of the club are respected and observed.
- Insist on all members respecting and abiding by the clubs discipline provisions.
- Manage all executive, special and committee meetings and the Annual General Meeting when the President cannot attend such meetings.