



Vice-President Role Statement

The Vice-President works closely with the Club President to ensure the AWTTA sets and meets its goals and objectives, is administered according to the Club Rules and completes all legal and compliance obligations. The incumbent is also responsible for liaising with the Pennant and Keenagers Coordinators to ensure the smooth operation and ongoing sustainability of these competitions and to act as a conduit for communication with the Committee.

The Vice-President will also work closely with Committee Members, and other designated Coordinators and Officers, to ensure the Club is run efficiently administratively, financially and socially while always acting in the best interests of members. The Vice-President will undertake the duties and responsibilities of the President, if the President becomes unavailable for any reason (in accordance with Club rules).

The Vice-President will also assume responsibility for additional support and sub-committee responsibilities as part of their role.

The estimated time commitment required as the Vice-President is two (2) hours per week.

RESPONSIBILITIES:

The general role of the Vice-President is to support the President, assisting them to fulfill their responsibilities. Specific tasks may include, but are not limited to the following:

Knowledge

- To be well informed of all Club activities, especially those of all sub-committees, officers and coordinators.
- Have a good working knowledge of the Constitution, Club rules and by-laws, policies and procedures as well as the duties of all office holders.
- Strong understanding of the legal and compliance obligations of running the Club, including TTV and TTA requirements.

Governance

The Vice-President will assist the President ensure the Club undertakes its key governance responsibilities which include:

- Define and document the Club culture and behaviours and continually communicate them to all members, and other participants as relevant.
- In collaboration with the Committee, ensure the Club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved.
- Oversee completion of grants applications and acquittals; convening meetings of the Grants Applications sub-committee as required.



- Oversee the implementation of strong financial controls to protect the cash and assets of the Club as well as the volunteers handling the cash.
- Ensure the Committee receive regular and accurate financial reports and budgets.
- Ensure compliance and legislative obligations are met.
- Work with the Committee, relevant Officers and Coordinators to ensure the health and safety of all Club participants.
- Ensure complaints and disputes are investigated and responded to according to Club policies and procedures.
- Monitor the regular review of role statements or terms of references for all Club positions, roles, and sub-committees.
- Ensure Club activities are documented in operations manuals, policies and procedures as appropriate.
- Ensure Committee and Sub-Committee members, and other volunteers, are trained and supported to undertake their roles successfully.

Meetings, communication and key relationships

- Regular liaison with the Pennant, Division and Keenagers Coordinators.
- Act as conduit for communication between the Committee and the Pennant/Keenagers Coordinators.
- Assist the President to set the agenda for each Committee and general meeting, including the Annual General Meeting, in conjunction with the Secretary.

In the absence of the President, the Vice-President will:

- Chair Committee meetings and the Annual General Meeting
- Review draft Minutes of meetings prior to circulation by the Secretary.
- Act as a spokesperson for AWTTA and represent it locally, regionally and nationally as required.
- Ensure all responsibilities of the President are undertaken.

Support and Sub-Committee responsibilities

The Vice-President will also select additional support and sub-committee responsibilities from the list below to be included as part of their role. The Vice-President will be required to organise, coordinate and undertake related tasks to ensure allocated responsibilities are completed in a timely and effective manner.

The AWTTA Committee is responsible for ensuring that support and sub-committee responsibilities are allocated as required. Some support responsibilities may also be delegated to other Club members, with the relevant skills and knowledge, who are willing to assist.



Nominated responsibilities are to be selected from:

- Active Kids Vouchers - redeem/record
- Assist Division/Keenagers Coordinators (x3) during sessions, results entry, etc.
- Canteen and Office supplies – monitor/purchase
- Cleaning and hygiene supplies (toilet paper/sanitiser/soap/etc.) - monitor/purchase
- Club merchandise (clothing, etc.)
- Coaching liaison
- Equipment ordering – Club supplies / player requirements
- Casual users / group bookings (e.g. vacation care)
- Fundraising activities (e.g. Bunnings BBQ)
- Grants applications team
- Hosting Come & Try Days
- Kitchen supplies – monitor/purchase
- Maintenance (general and grounds) – liaison/arrange as required
- Photo gallery – maintain/update
- School sessions / tournaments
- Spinneros (TTA Junior Program)
- Sponsorship – liaison/renew/source
- Sunday/Social sessions Supervisor
- Victorian Country Championships teams

The Vice-President may also be appointed by the AWTTA Committee to undertake any of the following roles as they become vacant:

- Child Safe Officer
- Division Coordinator (x4)
- Facebook Site Administrator
- First Aid Officer
- Keenagers Coordinator
- Media and Promotions Officer
- Member Protection Information Officer (MPIO)
- Pennant Coordinator
- Website Administrator

As required

- Train, mentor and support the incoming Vice-President.
- Advise Secretary if position description requires revision to ensure it continues to reflect the requirements of the role.

If at any stage the Vice-President becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the President of the conflict who will immediately inform all other Committee members.



Albury Wodonga Table Tennis Association Inc.

471 North St, Albury, NSW, 2640

Phone: 02 6041 1457

ABN 97 949 636 415

ESSENTIAL SKILLS AND REQUIREMENTS

- Strong leadership and communication skills
- Good networking and interpersonal skills
- Strong understanding of the different Club activities, including rules of the Club and duties of various office holders and volunteer roles
- Current Working with Children Check

The Vice-President is elected at the Annual General Meeting.