



POSITION DESCRIPTION



BELEURA JUNIOR FOOTBALL CLUB INC.

Date: JANUARY 2015

Title: Vice President

Accountability: President & Executive Committee

Description:

- Help oversee all football related matters across the Club.
- Provide leadership to all football coaches, players, support staff and volunteers.
- To provide support to the President of the Club.
- To provide support to the Executive and Committee members to ensure the efficient operation of the club.

Responsibilities:

- Helps with the effective and efficient operation of the Executive and all football operations.
- Preside over meetings in the absence of the President.
- Ensure that all sectors of the Club football operations are managed effectively and efficiently so that on field performance is maximised.
- Ensure that all support staff are carrying out their duties as required.
- Help oversee the football development program so that participation at junior level is maximized.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.

Key Criteria:

- Reports to the Club President and General Committee of the Club.
- Provide updates on other departments at Executive Meetings.

Internal/External Relationships:

- Reports to the Club President and General Committee of the Club.
- Supports all coaches, players, support staff and volunteers.
- Liaises with the Executive.
- Liaises with official Club suppliers & other key stakeholders.

Signed: Craig Neil (President)

Date: 14 January 2015