



POSITION DESCRIPTION

VICE PRESIDENT

REPORTS TO:	Vice President
CLASSIFICATION:	Voluntary
COMMITTEE MEMBER:	Yes
TIME COMMITMENT:	60 hours per season, variable

ROLE SUMMARY

The Vice President is responsible for overseeing the operations and marketing activities of the Whitehorse Mustangs with a strong focus on fostering communication, community and connection within the club. The Vice President also provides support to the President and Secretary as required. The following responsibilities are not intended to be exhaustive, but rather to outline the typical commitment required to perform the role.

ROLE DESCRIPTION

The Vice President is supported by the Executive Committee and works closely with Committee members to perform the following duties within the Club:

- Request items from Operations Manager for inclusion in Committee agenda
- Prepare Vice President's report and forward to Secretary for inclusion with Committee papers
- Liaise with Marketing Officer to ensure promotional material is ready for registration campaigns
- Support and assist the Operations Manager to prepare for the start of each new season
- Safeguard the health and wellbeing of all members
- Serve as a spokesperson for the Club as required
- Maintain player and family confidentiality when dealing with sensitive information
- Maintain accurate Club records and documentation in a secure location
- Comply with all aspects of Club and Competition Codes of Conduct, policies and procedures
- Assist with general business as required

REPORTING

- The Vice President has 2 direct reports:
 - Operations Manager
 - Marketing Officer

SKILLS

- Excellent diplomacy, negotiation, written and verbal communication skills
- Sound understanding of how a domestic basketball Club run, including compliance requirements for community sport

QUALIFICATIONS

- Previous experience in a similar role (paid or voluntary)
- Current or past member of the Club, as a player, coach, team manager, parent/guardian, Committee Member or active supporter

MANDATORY REQUIREMENTS

- Competent with Microsoft Office and Google Workspace
- Working with Children Check and Basketball Victoria Member Protection Statutory Declaration
- Comply with all Basketball Victoria and Whitehorse Basketball Safeguarding Children policies