



Position Guidelines

Position Name: Vice President

Overall Role

Support the President in the overall running of the club as well as support other volunteers as needed. This role is part of the Executive Committee.

Key Duties

1. Directly support and liaise with President and other Executive Committee members.
2. Liaise with affiliated bodies to ensure coordination of fixtures so that all teams play at home on the same weekend. Current affiliates (as at 2011) are Football Brisbane (U10+); Mitchelton Football Club (U9); and Samford Rangers Football Club (U6-U8).
3. Liaise with Secretary to determine preferred alternate weekend option based on availability of field (i.e. Colin Thiele field is unavailable on the Dayboro Rodeo and Dayboro Show weekends).
4. Attend the committee meetings, held monthly.
5. Mentor and support all committee members and other club officials in undertaking their roles.
6. Represent the club and liaise with other external bodies as required eg:
 - a. Football Brisbane
 - b. Local community organisations
7. Assist the President to deal with any problems or disputes which may arise in accordance with Club policies.
8. Familiarise with policies, guidelines and rules (Club, Football Brisbane, Football QLD) (NB. These can be accessed from club records and Football Brisbane website).
9. Ensure risk management principles are in place.

Guidance Notes

Useful Contacts

President:	PH:
Secretary:	PH:
Treasurer:	PH:
Team Liaison Officer:	PH: