



DIAMOND CREEK  
JUNIOR FOOTBALL CLUB

# Vice President Position Description

## **Goal Statement:**

The Vice President oversees the effective and efficient running of the junior teams within the club to ensure optimal enjoyment and success for its members.

## **Objectives:**

- Oversee all junior football related matters within the Club
- Provide strong, efficient and effective leadership to the junior football coaches, players, support staff and volunteers
- Provide support to the President of the Club
- Provide support to the Executive and Committee members to ensure the efficient operation of the Club
- Provide a safe and enjoyable recreational environment for all junior Club members and ensure all junior football activities are played in a competitive and fair spirit

## **Responsibilities:**

- Ensure that all sectors of the junior football operations are managed effectively and efficiently so that on field performance is maximised
- Maintain a close working relationship with the Vice President (seniors)
- Act in the best interests of the Club at League or Delegates Meetings when required to attend
- Uphold and actively promote club values throughout the Club as a whole
- Oversee recruitment of coaches and players according to the policies outlined by the club committee
- Ensure all coaches and support staff are aware of and fulfil their responsibilities and duties to the Club
- Provide a report on portfolio operations at the monthly general committee meetings
- Undertake tasks at the request of the President, Executive or General Committee with Executive, Committee and Junior Teams of the Club
- Be committed to and identify any opportunities to further grow the DCJFC and its members into the future
- Report on activities of the portfolio to the membership at the Annual General Meeting
- Seek ratification from the appropriate committee member prior to committing the Club to any financial expenditure or action
- Provide feedback to the Committee at the end of season on improvement opportunities

**Relationships:**

- This position will liaise with associated stakeholders, including but not limited to AFL, VFL, NFNL, Nillumbik Council and DCFNC
- This position will liaise with and have regular communication with coaches, football operations, managers, committee members, general members, parents, players and volunteers

**Qualifications:**

- Working With Children's Check

**Accountability:**

- The Vice President (Juniors) is accountable to the Club President and general committee