



Position Description – Vice-President

Melbourne University Futsal Club

1. Position Title

Vice-President

2. Objective

The Vice-President is the deputy-leader of the Club. They support the president with operational oversight and internal coordination To ensure the club promotes the participation and achievement of its teams and competitions. To ensure the club is run efficiently administratively, financially and socially to support all on-court activities.

The Vice-President helps with project leadership and succession and support to provide continuity of leadership and prepares to step into the President Role if needed.

3. Responsibilities

- Assumes the President's duties when they are unavailable.
- Supports day-to-day management of club activities, ensuring smooth operations.
- Works closely with subcommittees to ensure alignment.
- Liaises internally for member engagement, acting as a point of contact for members, helping resolve issues.
- Operationally oversee committee members, team managers, administrators, coaches and volunteers fulfil their responsibilities to the club.
- Provide support on leading operational projects as agreed by the committee.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of members.
- Review the President's Roles and Responsibilities.

4. Relationships

- The Vice-President reports to the club's members (as per all office bearers). Practically, they work under the guidance of the President in fulfilling leadership responsibilities.
- Supports all committee members, team managers, administrators, coaches and volunteers.

5. Accountability

- The Vice-President is accountable to the club members.



6. Skill

6.1. Essential Skills

- Well-informed of all club activities.
- Aware of the future direction and plans of club meetings.
- Able to support and deputise the President.
- A good understanding of Football Victoria league and other league requirements, as well as requirements for running club competitions.
- Possesses a good working knowledge of the club's Constitution, Club Policy Framework and the duties of its office holders and sub-committees.
- Well-versed and able to respond in an unbiased and impartial manner on all issues.
- Flexible to work on and take ownership on emerging club projects where needed.
- Receptive to change.
- Dedicated club person.
- Mentorship and support for other committee members
- Be approachable

6.2. Desirable Skills

- Ability to plan events and activities for a year.
- Strong communication skills
- Collaborative Mindset.
- Financial skills/knowledge.
- Mentorships ability
- Conflict resolution.
- Flexibility and adaptability
- Commitment to continuous improvement