

VOLUNTEER JOB DESCRIPTION



Western Cougars Gridiron Club

Job Title:	Vice President
Responsibilities:	<ul style="list-style-type: none">➤ Assist the President with leading of the club and monitoring the club's administration➤ Help the committee prioritise its goals by working within the overall framework
Activities and Tasks:	<ul style="list-style-type: none">➤ Be well informed of all club activities➤ Develop, with other committee members, a strategy for the future directions and plans of the club and its membership➤ Represent the club (if required) at local, regional, state and national levels➤ Be a supportive leader for all club members
Skills or Qualities Required:	<ul style="list-style-type: none">➤ Reliable➤ Committed➤ Trustworthy➤ Good organisation and communication skills➤ Effective Time Management skills
Requirements of the Role:	<ul style="list-style-type: none">➤ Obtain "Blue Card" from Child Safety Commission➤ Computer and email access➤ No previous criminal convictions➤ Available to attend Gridiron Queensland League Delegate Meetings➤ Facilitate management committee meetings in the absence of the President➤ Obtain a good working knowledge of the constitution, rules and the duties of all office bearers and subcommittees