# Bayswater Lacrosse Club



### Role Description

| **Job Title** | **Vice President** |
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| **Accountability** | PresidentClub Committee & Executive | **2-3 hours per week**  |
| General Description - Objectives |
| * The role of the Vice President is to support the President and provide the principle leadership and responsibility for the organisation in the absence of the President.
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| Responsibilities |
| * Chair Committee meetings if President unavailable ensuring that they are run efficiently and effectively
* Assist the Committee’s on matters of Club governance that relate to BLC structure, role and relationship to any committee members if needed
* Assist the Presidents to work with the Committee to ensure:
	1. The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
	2. Goals and relevant strategic and business plans are developed in order to achieve the goals of the Club.
* Work with the Executive to manage the operation of the club when decisions need to be made outside of scheduled meetings
* Prepare monthly reports for presentation at Management Committee meetings.
* Prepare annual report for AGM by second Wednesday in October and email to Club Manager
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| Qualifications - Accreditations |
| **Essential**  | **Desirable** |
| Reporting |
| * Provide a report on any aspect of the portfolio operations to the monthly Committee meeting.
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| Relationships |
| * Reports to the Club Committee.
* Liaises with the Executive.
* Liaises with key stakeholders.
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