



Department of  
Sport and Recreation



## POSITION DESCRIPTION – Vice President

<b>Organisation:</b>	Mandurah Netball Association
<b>Job Title:</b>	Vice President of <i>Mandurah Netball Association</i>
<b>Position Type:</b>	Voluntary – Honorarium annually
<b>Reports to:</b>	Committee members of <i>Mandurah Netball Association</i> President of <i>Mandurah Netball Association</i>
<b>Currently filled by:</b>	
<b>Commencement date:</b>	
<b>End date:</b>	
<b>Time Commitment:</b>	One Year

### POSITION REQUIREMENTS

#### Purpose

To assist the President as a leader of *Mandurah Netball Association* and maintain their administration

#### Knowledge/Skills

- Good communication skills
- Friendly and caring attitude
- Effective delegation skills
- Is well informed of all Association activities
- Is aware of the future directions and plans of the Association
- Understanding of the Association's Constitution, By-Laws, Policies and Procedures
- Is a supportive leader for all Association members
- Can maintain confidentiality on relevant matters
- IT competency – familiar with basic operating systems, Microsoft Office, internet and email, MyNetball
- To acknowledge the requirement for separation of personal interests and Association matters, and act in the best interest of the Association at all times whilst in the assigned role

### RESPONSIBILITIES AND DUTIES

#### Responsibilities and Duties

- Support and assist the President in their duties
- In the absence or incapacity of the President to exercise all their powers, authorities and duties
- In the absence or incapacity of the president shall preside over meetings of the Association and represent the association as required
- To act as a public relations officer for the association together with the president
- Actively work with the President to create sponsorship with supporting businesses and aid in their advertisement and promotion within the association
- Perform any other duties as directed by the committee
- Attend as many competitions and Association events as possible to promote our association and support our players, coaches, managers, clubs, umpires and parents and spectators



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## ADDITIONAL INFORMATION

### Required Checks:

- Working With Children Check
- Volunteer Police Clearance

### The opportunity to:

- Work as part of team dedicated to the growth and development of *Mandurah Netball Association*
- Meet and network with other volunteers and industry professionals
- Have input into the goals and objectives of *Mandurah Netball Association*
- Use one's skills in a positive, engaging and challenging way
- Work as part of a group of people dedicated to the development and longevity of *Mandurah Netball Association*

### Reimbursement of Out-of-Pocket Expenses

(subject to advance authorization and presentation of receipts)

For further information regarding this position please contact *Mandurah Netball Association*

Email : [mna@bigpond.net.au](mailto:mna@bigpond.net.au)

Office Phone (attended Mondays & Fridays Only 10am-2pm) 08 95815054