**Important Note:** This Position Description has been provided as a general position description only. Please edit the logo and content to ensure it reflects the needs of your organisation and delete this message prior to releasing the Position Description

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| **Position Title:** |  **Vice President** |
| **Reports to:** | Executive Committee | **Direct Reports:** | Committee |
| **Employment Status:** | Volunteer |
| **Time Commitment** |  |
| **Netball Victoria** | Netball Victoria is a not for profit, member based organisation which is governed by a volunteer Board of Directors.  It is the peak sporting body for netball in Victoria and is affiliated with Netball Australia. Netball Victoria exists to improve people’s lives. Our identity anchors of: ‘*We enable each other shine’,’ We have no limits; we’ve got this’, and ‘We are leaders’ –* inform who are, both individually and collectively, and therefore how we take up our organisational roles. The Netball Victoria Executive Team comprises of CEO and General Managers across: Commercial Development, High Performance, Government Relations & Facilities Development, Member Services and People & Culture, Participation and Product Development, Finance, and Communications, Marketing and Partnerships. |
| **Commitment to Child Safety** | We require all applicants to undergo background checks and screening prior to or during any appointment. Netball’s Commitment Statement to Safeguarding Children and Young People and other important information can be found at <https://vic.netball.com.au/child-safety-netball>At Netball Victoria, we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball.**Netball Victoria Commitment to Safeguarding Children & Young People**Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. Netball Victoria is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability. |

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| **Primary Purpose of Position** |
| * Oversee all netball related matters across the Association
* Provide leadership to all coaches, players, support staff and volunteers
* Provide support to the President of the Association
* Provide support to the Committee members to ensure the efficient operation of the Association
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| **Key Responsibilities**  |
| * Perform Presidents duties when President is unable
* Assist the President and perform other such duties as directed
* Facilitate planning
* Provide guidance and leadership
* Chair and manage meetings, including Annual General Meeting
* Monitor budgeting
* Represent the Association to the public
* Uphold Constitution, By-Laws, rules, policies and procedures of the Association
* Organise the selection, purchase and distribution of trophies each season
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| **Knowledge, Skills & Abilities** |
| * Good working knowledge of constitution, by laws
* Good communication skills
* Understanding of association operations, rules, constitution etc.
* Ability to manage people, lead meetings and delegate
* Experience in leadership role (preferred)
* Experience with planning operations
* Ability to manage people and lead meetings
* Ability to lead by example
* Ability to engage, encourage and lift the level of service
* Dedicated association person
* Well-developed decision-making skills
* Ability to negotiate successfully between members and reconcile opposing views
* Can maintain confidentiality on relevant matters
* Have the ability to forward plan and lead the organisation to reaching its short and long term goals
* Be a positive role model and competent public speaker
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| **Other Requirements** |
| * Induction Training
* Police Check
* Working with Children Check
* Other (please specify)
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