



CLUB VICE PRESIDENT

The Club Vice President is to work closely supporting the President. The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason. To that end, the skills and duties are similar to the President however in supporting nature.

TERM SPECIFICS

The Club Vice President serves for one year.

Expected hours per month: 20 (This is a calculated average.)

ESSENTIAL SKILLS & REQUIREMENTS

To successfully undertake the role of Vice President it requires the person to:

- Possess and demonstrate solid relationship and leadership skills
- Provide thought leadership during difficulties or through the desire for growth that enables the club to move forward
- Have a good understanding of the sporting and competition requirements at local, regional, and higher levels
- Have a good working knowledge of the club constitution, rules and by-laws, and the duties of all board/committee members and subcommittees
- Direct and document the future direction of the club
- Oversee organizational activities and delegate responsibilities accordingly
- Chair a committee or executive meetings unbiased and impartiality on all issues
- Attend all committee meetings, and can communicate effectively
- Act in the best interest of the members at all times
- Undertake the role in good faith and honesty.
- Be a registered non-athlete member of USA Swimming
- Complete Athlete Protection Training
- Complete a background check through USA Swimming



Governance Duties

- Be fair and reasonable and show consideration and understanding towards the feelings, hopes, and expectations of everyone involved in the club
- Be unbiased and impartial, give clear direction, and set an example for others to follow
- Be well informed of all club activities
- Ensure all club positions, roles, and subcommittees have regularly reviewed position descriptions or terms of references, and all club activities are documented in operations manuals, policies, and procedures
- Be responsible for all items pertaining to Safe Sport. Ensure the club is up to date on current policies, procedures, and maintaining its status as a Safe Sport recognized club.
- Ensure that responsibilities delegated to the Executive Board and other committee members are widely communicated, understood, and followed through
- Maintain an overview of the club's strategic planning process
- Have a sound understanding of the club rules, by-laws, and the responsibilities and duties of office bearers and sub-committees
- Ensure the club's financial management procedures remain on target, and protect the cash and assets of the clubs as well as the volunteers handling the cash
- Ensure at all times that the management of the club remains positive and progressive and the objectives and aims of the club are respected and observed
- Ensure the health and safety of all club members
- Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
- Ensure that the Executive Board and various committees are well balanced and has a good cross-section of relevant skills
- Ensuring the ongoing good governance of the club
- Conduct full handover activities for the incoming Vice-President to include issues, risks, strategic goals, and unfinished business. As well as making yourself available for support and mentoring while the incoming Vice-President navigates their way through the first few months of their term.



Communication and Key Relationship Duties

- Chair and set the agenda for each Executive Board and General meeting.
- Be an effective and efficient chairperson, encourage focused discussion, and have a sound knowledge of debating and meeting procedures
- Represent the club and act as a spokesperson in the community and at a league/region/state level positively and professionally
- Regularly liaise with sub-committees to ensure they receive assistance and support
- Ensure that all sub-committees are regularly reporting to the Executive Board Liaise with all relevant stakeholders
- Ensure committee members, Aquatics Director, and the Head Coach are engaged and fulfill their responsibilities to the club
- Ensure the key stakeholder relationships of the club are maintained and nurtured
- Define and document the club culture and behaviors and continually communicate them to members, players, coaches, supporters, and volunteers.