

Berwick Junior Football Club

Arch Brown Reserve, Buchanan Road, Berwick 3806
P.O Box 183, Berwick, 3806



Subject: Job Description
Title: Vice President Operations
Reports to: President and Executive Committee

1	Basic Functions
a)	To assist the President in the management of all administration tasks associated with club business.
b)	To be the understudy of the President.
c)	Compliance and accountability with Club policies.

2	Specific Responsibilities
a)	Stand in for the President in the President's absence.
b)	As directed, be the club representative to the League, or other meetings or events.
c)	To ensure the highest Football and Community Standards possible are met in all facets of the Club.
d)	To ensure all budgets are met through the overseeing of the revenue stream from sponsorship, game day and fundraising throughout the year.
e)	Oversee club events and family nights.
f)	Coordinate and liaise with Canteen and Merchandise Coordinators

3	Entry Qualifications and Experience
a)	Must have leadership experience and some team building and club or company management skills.
b)	Must be outgoing in nature, and have the skills to engage people so that they get involved in the club.
c)	A football background would be an advantage, but not necessary.

4	Role Requirements
a)	All Committee Members must hold or willing to apply for a current volunteer "Working with Children Check"
b)	Abide by, promote and uphold BJFC Code of Conduct and Policies.

Position:	Vice President Operations	Witnessed by:	Position:	President
Name:	_____	Name:	_____	
Signed:	_____	Signed:	_____	