



Position Description

Vice President

Role of the Vice President

The role of the Vice President of Cambridge Basketball Club is to shadow the President in providing strong, efficient and effective leadership for the Club. To step into the President's roles where needed.

Appointment of the Vice President

The Vice President is appointed at the Annual General Meeting (AGM) for a term of 1 year.

Responsible to:

The Vice President is directly responsible to the Committee of Management of the Cambridge Basketball Club.

Relationships

The relationships of the Vice President include:

1. Cambridge Basketball Club Committee of Management
2. Players
3. Cambridge Basketball Club Coaches & Team Managers
4. Werribee Basketball Association

Position Description

Duties of the Vice President

The duties of the Vice President include:

- In the event of the President being unable to fulfil his/her duties to step into that role.
- In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively.
- Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to specific members.
- Coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required.
- Represent the Club at meetings and forums as required.
- Other duties as nominated by the President and / or Committee
- Be available to attend and assist with preparations for the annual Presentation Day.

Effective

This policy takes effect from 26th November 2016 and may be amended from time to time as necessary.

Authority

This Position Description has been tabled and unanimously voted upon at a meeting of the Cambridge Basketball Club Committee of Management.

This policy is authorised by the Club's President and Club's Secretary on behalf of the Committee of Management.

Kristine Date
President

Sue Sheridan
Secretary