



East Torrens Baseball Club

Version: 1.0

Effective Date: June 2022

Position Description

Vice President

Version Control and Change History

High level summary of change to the document

Version	Date from	Review Date	Amendment
1.0	June 2022		

1. Purpose

The role of the Vice President is to preside in the absence of the President. The Vice President is required to work with other committee members and carry out such duties and assignments as may be delegated by the President or Committee to ensure the club meets its goals and objectives.

2. Reports

The Vice President reports directly to the President.

2.1 Direct Reports

- Sponsorship Manager
- Equipment Manager

3. Key Responsibilities

Primary responsibilities for the role of President include:

- To be well informed of all club activities.
- Have a good working knowledge of the club constitution, rules, by-laws, policies, and procedures as well as the roles and responsibilities of all committee members.
- Strong understanding of the legal and compliance obligations of running the club and ensuring that these are adhered to.
- Support the club in the implementation of strategic plans.
- Attend all Committee meetings.
- Assist the Sponsorship Manager in the development of partnerships with sponsors.
- Work with the Equipment Manager to best support the needs of the teams.
- Provide support to the Operations Manager to meet the objectives of the club on the field.
- In the absence of the President, fulfil all duties of the President.



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4. Desirable Skills and Knowledge

- Strong communication and interpersonal skills, with particular emphasis on public speaking.
- Strong management skills and ability to work collaboratively with committee members.
- Ability to chair committee meetings.
- Well-developed decision-making skills.
- Experience with planning and operations.
- Dedicated club person and good role model when representing the committee.