



**Vice President  
Forrestfield Football Club**

Title	Vice President
Division	Executive Committee
Reports To	President
Salary Details	Nil – Volunteer Position within club

**The Role**

Assist overseeing all football related matters across the Forrestfield Football Club (FFC) inclusive of providing leadership to all football coaches, players, support staff and volunteers; To provide support to the President of the Club; & provide support to the executive and committee members to ensure the efficient operation of the Forrestfield Football Club (FFC)

**Direct Relationships:**

- Property Coordinator
- Competitions Coordinator
- Auskick Coordinator
- Coach & Manager Coordinator – Modified Rules
- Coach & Manager Coordinator – Full Rules

<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Represent FFC at all WAFC and PFL meetings, gatherings, tribunal hearings and formal events</li> <li>2. Lead and contribute to all key activities for preseason, season and end of season activities (Juniors) inclusive of events</li> <li>3. Ensure FFC football operations are managed effectively and efficiently so that on field performance is maximised</li> <li>4. Oversee the football development program so that participation at junior levels are maximised.</li> <li>5. Ensure that all coaches and support staff are carrying out their duties as required.</li> <li>6. Participate with the Executive Committee to create and maintain the club’s overall vision, strategic goals and values.</li> <li>7. Identify external and internal opportunities for expansion in order to facilitate future growth of the club</li> <li>8. Assist with selection of junior coaches according to FFC policies and by-laws.</li> <li>9. Assist with selection of Senior coaches according to FFC policies and by-laws.</li> <li>10. Lead, contribute and guide a positive behavioural culture within the FFC</li> </ol>
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	<ul style="list-style-type: none"> <li>11. Preside over meetings in the absence of the President.</li> <li>12. Assist other Committee members in their duties as required.</li> <li>13. Undertake tasks at the request of the President, Executive or General Committee.</li> </ul>
<b>Hours</b>	<ul style="list-style-type: none"> <li>1. Approx 5-10 hours per week</li> </ul>
<b>Availability</b>	<ul style="list-style-type: none"> <li>1. Attend WAFC President Meetings</li> <li>2. Attend External Meetings when required</li> <li>3. Attend Junior Games when required</li> <li>4. Attend Seniors Games when required</li> <li>5. Attend monthly FFC General Meetings (Held second Tuesday of each month)</li> <li>6. Attend FFC AGM</li> <li>7. Attend all club and external events</li> </ul>
<b>Desirable Skillsets / Qualifications</b>	<ul style="list-style-type: none"> <li>1. Well-developed communication and computer skills</li> <li>2. Be able to present to parents / participants / stakeholders</li> <li>3. Be comfortable with public speaking</li> <li>4. Well-developed organisational skills</li> </ul>