**[Club Name]**

position description – vice president

Pony Club is committed to protecting Children from harm. We require all applicants that will work with Children to undergo an extensive screening process prior to appointment.

# REPORTS TO

* Club Committee

# PURPOSE

The Vice President is the deputy leader of the club and will work closely and support the Club President whilst providing leadership to the club overall including organising the committees and over-seeing the performance of the club. The Vice President will step in and undertake the duties and responsibilities of the Club President if the Club President becomes unavailable.

# Role REsponsibilties

* Knowledge of the constitution, club rules and by laws, policies and procedures as well as a strong understanding of the legal and compliance obligations of running the club.
* In the absence of the President, chair committee meetings ensuring that they are run efficiently and effectively.
* Assist with club planning to ensure appropriate plans are developed, presented to, and reviewed by the committee.
* Any other duties nominated by the President and/or Committee.
* Review and update position description to reflect the requirements of the role.

## OTHER DUTIES

* Report activities as required to the membership at the Annual General Meeting.
* Assist other committee members in their duties as required.

# CODE OF CONDUCT

The Vice President agrees to:

* Keep their comments to matters before the committee.
* Attend meetings and be punctual.
* Undertake review of documents prior to meetings, within timeframes requested.
* Act in the best interests of the Club, and not bring the Club into disrepute.
* Exercise appropriate care and diligence.
* Not make false statements or falsify records.
* Act appropriately to not gain advantage for themselves or others.
* Not make offensive statements or comments or behave improperly.
* Ensure as the Chairperson that all opinions are heard equally and respectfully.
* Declare any potential conflicts of interest and stand aside from discussions and voting on such matters deemed to be a conflict of interest.
* Keep all matters in confidence and not disclose any matters of sensitive business to the members, general public, members of staff or other associates of the Club.

# conflict of interest

If at any stage you become aware of a personal conflict of interest, real or perceived, they should immediately notify the Club Committee, where it will be noted and managed as required for transparent management.

# End of year hand over

## Updating key documents

At the end of each year a key activity of the Vice President will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated position description must be provided to the club secretary prior to the Annual General Meeting each year.

## Induction of the incoming VICE PRESIDENT

An important responsibility of outgoing Vice President is to train, mentor and support the incoming Vice President.

# EDUCATION & SKILLS

## REQUIRED:

* Hold a current membership with Pony Club.
* Must have a working with children check registered on the Association database and registered with the organisation as required.
* Must have completed and registered on the Association database the following courses:
  + Safeguarding Children and Young People in Sport Induction
  + National Integrity Framework

## DESIRED:

* A sound understanding of the strategic direction of the organisation from National to Zone level and a commitment to strategic management for the club.
* An understanding of the long-term needs of the club.
* A sound understanding of the rules, policies, procedure, and requirements of the organisation from National to Club level.
* Has a good working knowledge of the club constitution (Rules of Incorporation) and the duties of all office holders and subcommittees.
* An understanding of the needs around member recruitment and development pathways.
* Good communication skills to effectively engage all members and external stakeholders.
* Can oversee organisational activities and empower people to undertake their roles.
* Be prepared to undertake education as directed or recommended.
* An ability to be a supportive leader for all members.
* An ability to effectively chair committee or executive meetings.
* An ability to remain unbiased and impartial on all issues.

# TIME COMMITMENT

The estimated time commitment required for this position is XX hours per week.

# Terms of Engagement

One year – position up for re-election at club Annual General Meeting.  Tenure is unlimited.

*(Note: Good governance would suggest a longer term such as 2 years and limited tenure to promote succession planning, a change like this would require a change to the club constitution.)*

# Remuneration

This position is undertaken on a voluntary basis.

# Agreement

I, ………………………………………………………………………….., herby agree to accept and undertake the position as outlined above and abide by all Club policies and procedures.

Signed: Date:

Signed: (Chair) Date: