

Position Description – VICE PRESIDENT (POLICY & PROCEDURE)

Status	Holds a position on the Management Committee
Key Objective	<i>To lead compliance with, and the ongoing development of, BHC policies and procedures on behalf of, and for the benefit of, the existing and potential members</i>
Responsibilities	<ul style="list-style-type: none"> • Assist the President in motivating the Management Committee and sub-committees to maintain a positive, modern and forward thinking approach to growth and development of the club. • Ensure a high standard of volunteer management practices are implemented and maintained • Lead the formulation of Club policies, procedures, reward programs (in collaboration with Management Committee) and ensure procedural changes are in support of club vision and values • Oversee the implementation and ongoing review of BHC policies, procedures and position descriptions • Ensure the recognition and reward program is being implemented • Maintaining a thorough knowledge of the Rules of Association and ensure the legal and financial requirements of the organisation are met and reflected in the various policies and procedures • Maintain an awareness of Club activities and development plans. • Maintain an up to date knowledge of regulatory changes affecting the running of the club (child safety, etc) • Maintain a working relationship and provide support to all committee members and club officials • Represent BHC, in the absence of the President, in a positive, professional and appropriate manner
Key Skills / Experience	<ul style="list-style-type: none"> • Good people skills (a leader, a listener, a facilitator and a team player) • Ability to identify and effectively implement BHC's legal requirements • Ability to identify, prioritise, complete and delegate tasks appropriately to meet deadlines. • A good standard of written and oral communication skills • Ability to use Word, excel and email systems. • Ability to function as a key player in a team, providing and following leadership where required.
Accountability	<ul style="list-style-type: none"> • BHC Management committee
Relationships	<ul style="list-style-type: none"> • Management Committee & Sub-committees, • Coordinators, Team coaches, Team managers and BHC Club members • IHA • General public
Relevant Policies & Procedures	<ul style="list-style-type: none"> • Evaluate, monitor, abide by and review these policies / Procedures

		<i>BHC's Committee Code Of Conduct</i>	Internet/email
		<i>BHC Rules of Association</i>	Children and young people
		<i>Associations Incorporation Act</i>	Drug and Substance abuse
		<i>BHC's Grievance Procedure</i>	Volunteer management
		<i>BHC's Strategic Plan 2010-2012</i>	
Terms		<ul style="list-style-type: none"> • Must be available for one year • Reduced playing fee, in accordance with the approved Volunteer Discount Schedule, Free Officials shirt (or item as approved for the current year's volunteer workforce) 	
Resources		<ul style="list-style-type: none"> • Out of pocket administration and phone expenses, as approved by the committee • RSC Club governance manuals 	
Training		<ul style="list-style-type: none"> • Induction & handover from previous VP • RSC Solutions CD / Committees DVD 	
Tips		<ul style="list-style-type: none"> • Be well versed in the rules & procedures of BHC • Be open minded, communicative and seek input from a wide section of members • Consult regularly with Management Committee and stay informed of club events • Review policies and procedures at least annually 	

Tasks – DRAFT OUTLINE

In addition to the general communication and administration responsibilities outlined above the following key tasks are required at various times of the year (guide only).

Month	Key Tasks
Dec	<ul style="list-style-type: none"> • Refresh knowledge of BHC rules of association, policies and procedures •
Jan	<ul style="list-style-type: none"> • Finalise (in conjunction with Management Committee) fee schedule, code of conduct, policy detail materials for sign on day • Prepare Coach/Manager induction handouts (comb bound) & organise induction seminar •
Feb	<ul style="list-style-type: none"> • Sign on day – 1st weekend Feb (generally) • Prepare volunteer induction handouts (comb bound) •
March	<ul style="list-style-type: none"> • Run volunteer induction session – reminder of BHC communication requirements
April	<ul style="list-style-type: none"> • Season start catchup
May	<ul style="list-style-type: none"> •
Jun	<ul style="list-style-type: none"> •
Jul	<ul style="list-style-type: none"> •
Aug	<ul style="list-style-type: none"> • Organise end of year Review/feedback session with coaches, managers and volunteers to review how we went & identify what needs changing
Sep	<ul style="list-style-type: none"> • Revise Position descriptions • Revise policies & procedures (with input from end of year feedback workshop) •
Oct	<ul style="list-style-type: none"> • Review volunteer reward program in conjunction with the Treasurer • Prepare PD details in support of AGM call for nominations
Nov	<ul style="list-style-type: none"> • Prepare materials for Committee Induction workshop (to be held within 2 weeks following AGM) • Organise & deliver committee induction workshop • Recruit and train incoming VP Policy / Procedure • Get on some email update list to get regular governance tips & updates?

SIGN OFF

I have read and understood all the policies, procedures, incorporation, and legislation requirements expected of this position.

I hereby agree that I am able to carry out the requirements as detailed and I agree to uphold the vision, values, goals and policies of the organisation that elected me to this position

I hereby agree to regularly attend committee meetings, special meetings and organisation functions required of my position.

I accept that if I am unable to complete my responsibilities in accordance with the determined expectations, that **I will vacate** the position immediately; and/or acknowledge the organisation will have the right to declare the position vacant

Position Holder

<i>Name</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____

Witnessed by

<i>Name</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____