

Position Description and Agreement



Gungahlin United Football Club Vice President Community Football

Purpose

The Gungahlin United Football Club (GUFC) Vice President Community Football is primarily responsible for providing support to the GUFC President in ensuring the GUFC sets and meets its goals and objectives, is administered according to the Association Rules and completes all legal and compliance obligations.

The Vice President Community Football is responsible for overseeing Director Community Football, Director Community Operations and Director SSL & Seniors in ensuring community football is administered and nurtured to the highest standard within GUFC.

Key Roles & Responsibilities

- ❑ Oversee all Community Football Programs Including Miniros, Junior League, State League Seniors and Masters. Responsible for the long-term strategy while, Director Community Football, Director Community Operations and Director SSL & Masters manage day to day players and coaches.
- ❑ Support the President in ensuring strong leadership and governance for GUFC by continually reviewing legislative requirements and updating club goals and objectives.
- ❑ Support the President in evaluating current, ongoing and future risk management associated with Club governance, operational and strategic objectives.
- ❑ Support the President in reviewing and adjusting the clubs organisational structure which supports the achievement of club goals and objectives and facilitates our partnership with Capital Football (CF) and Football Federation Australia (FFA).
- ❑ Identify, recruit and develop each year future Executive Members and committee members with the skills, knowledge, expertise and desire to facilitate the delivery of club goals and objectives.
- ❑ In the absence of the President or by the direction of the Executive represent the Club at functions, meetings and/or other occasions.
- ❑ Assist the GUFC President in deciding which matters are dealt with by the Executive and delegated to committees.
- ❑ Ensure the Community Football portfolio meets the needs and expectations of members, GUFC and CF.
- ❑ Work with Treasurer and President to set and report on Budget and fiscal related items in the Community Programs.



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- Coordinate GUFC planning to ensure appropriate community football plans are developed, presented to and reviewed by the committee, and enacted as required.
- Represent the GUFC at meetings and forums as agreed with by the GUFC President.
- Other duties as nominated by the GUFC President and/or Executive.
- Review and revise position description to ensure it continues to reflect the requirements of the role.
- Train, mentor and support the next GUFC Vice President Community Football.

Essential Skills & Requirements

- Attend all GUFC Executive Meetings and General Meetings.
- Undertake the role in good faith and honesty, while acting in the best interests of the members.
- Has a good working knowledge of the rules of the GUFC and the duties of all office holders and committees.
- Able to chair GUFC Executive or general meetings.
- Chair monthly GUFC Community Football stream meetings with stakeholders and provide a monthly report for GUFC Executive meetings.
- Hold or willing to apply for a current volunteer's "working with vulnerable people" check.
- Can oversee organisational activities, communicate effectively and be a supportive leader for all members.
- A good understanding of the sporting and competition requirements at local, regional and higher levels.
- Is aware of the future directions and plans of members, be receptive to change and unbiased and impartial on all issues.
- Strong business acumen
- Dedicated club person.
- If at any stage the GUFC Vice President Community Football becomes aware of a personal conflict of interest, real or perceived between themselves and the association, they should immediately notify the GUFC Secretary of the conflict who will immediately inform all other Executive members.

Length of Term

Acting capacity initially and then Three years – position up for re-election at association Annual General Meeting.

Remuneration

This position is undertaken on a voluntary basis.



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Agreement

I, _____(name), hereby agree to accept and undertake the position of GUFC Vice President Community Football as outlined in the position description above.

Signed: _____
(GUFC Vice President Community Football)

Signed: _____
(GUFC President)

Date: _____

Date: _____

