



# Committee Roles

<b>Title</b>	Vice President
<b>Position Summary</b>	To support the President in managing the operations of the Essendon Netball Club and Committee
<b>Key duties and responsibilities</b>	<p>Support the President in the management and administrative operations of the Essendon Netball Club</p> <p>Assist the President with</p> <ul style="list-style-type: none"><li>- Setting and selecting the agenda for all meetings</li><li>- Chairing meetings in the absence of the President</li><li>- Liaising regularly with committee members</li><li>- Guiding the culture and values of the Club</li><li>- Maintaining and fostering good working relationships with all committee members and staff</li><li>- Ensuring organisational awareness of all policies, duties and responsibilities via induction and communication processes</li><li>- Representing the Club publicly, and maintaining strong relationships with external stakeholders eg sponsors, EDNA, Parkville etc</li><li>- Sub-committee involvement when necessary</li><li>- Demonstrating an understanding of the Club's Constitution and By-Laws</li><li>- Attending all Club functions where practicable especially, the Presentation Night</li></ul> <p>Be aware of ENC's Child Safety Policy</p> <p>Be aware of Child Safety Standards</p> <p>Attend the Annual General Meeting (AGM)</p>