



Committee Roles

Title	Vice President
Position Summary	To support the President in managing the operations of the Essendon Netball Club and Committee
Key duties and responsibilities	<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">- Setting and selecting the agenda for all meetings- Chairing meetings in the absence of the President- Liaising regularly with committee members- Guiding the culture and values of the Club- Maintaining and fostering good working relationships with all committee members and staff- Ensuring organisational awareness of all policies, duties and responsibilities via induction and communication processes- Representing the Club publicly, and maintaining strong relationships with external stakeholders eg sponsors, EDNA, Parkville etc- Sub-committee involvement when necessary- Demonstrating an understanding of the Club's Constitution and By-Laws- Attending all Club functions where practicable especially, the Presentation Night <p>Attend the Annual General Meeting (AGM)</p>