



POSITION DESCRIPTION

Vice President/Volunteer Coordinator

Context / Purpose

To support the President and ensure the successful functioning of the club through the support of a highly functioning team of volunteers. To assume the duties of President in their absence.

Committee Role

Decision making, overseeing and long term focus level of the committee.

Objectives

- To support the President in the day to day activities as outlined in the PD and step in as Acting President as the situation may require
- To oversee the prospecting, recruiting and retaining of volunteers from our membership base.
- To coordinate the deployment of volunteers to meet the operational needs of the club.
- To oversee the recognition and rewarding of volunteers.

Responsibilities

- Develop an understanding of the responsibilities required in the role of President and be ready to take on these responsibilities in the absence of the President.
- Support the Secretary, Treasurer, Membership Director, Operations Director, Bowls Director and Facilities and Project Director in the co-ordination of their volunteer groups.
- Develop a volunteer program to prospect, recruit and retain volunteers.
- Develop an annual volunteer map of positions required to be filled across all club operations.
- Maintain and update position descriptions for all positions required to be filled.
- Support the education of volunteers to fulfil their roles.

Relationships

- Reports to the president and executive committee.
- Supports all portfolios throughout the club.

Accountability

- The Vice President / Volunteer Coordinator is accountable to the President and Committee.
- Provides a report on any aspect of portfolio operations to the committee as and when required.

Commitment

The anticipated commitment after the Annual General Meeting is expected to be 3-6 hours a week initially as recruitment activities will occur, tapering down to 1-2 hours per week thereafter.