

## PAPAMOA FOOTBALL CLUB VICE CHAIR JOB DESCRIPTION

### Papamoa Football Club Vice President or Vice Chair 'Profile'

The Vice Chair is responsible for ensuring the internal/operational aspects of Papamoa Football Club are completed.

The Vice Chair reports directly to the Management Committee of Papamoa Football Club.

### Skills

Ideally, in this position a Board / Committee Member can demonstrate the following skills:

- Can communicate effectively and work as part of a team.
- Can disagree without being disagreeable.
- Willingness to learn.
- Must make time to ensure the role is completed.
- Impartiality
- Ability to work to a timeline.
- Proactive
- Active interest in all areas of the club

### Requirement

- The person nominated/ elected as Vice President/Vice Chair must have been an active Committee member for at least 1 full AGM cycle.

### Main Duties & Responsibilities

- Ensure all internal functions / operational tasks of the club stay on track. Fundamentally assumes the operational responsibility of the club.
- Ensures the purchasing of all assets is completed

The estimated time commitment required as the VC of Papamoa Football Club is 3 hours a week.

Last updated December 2023.

