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# Keilor Park Football Club Inc

Essendon District Football League  
Stadium Drive, Keilor Park

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## Position Description

### Executive Vice-President

#### Objectives

- To oversee the strong, efficient, and effective leadership of the Club.
- To support the participation and achievement of senior football teams at the highest level
- To support junior members, achieve the highest level of coaching and competition to promote their development to senior ranks within the Club.
- Oversee the efficient administration, financial and social running of off-field activities.
- To provide a safe and enjoyable recreational environment for all Club members and ensure all football activities are played in a competitive and fair spirit.

#### Responsibilities

- Support the executive committee and sub-committee members to fulfil their responsibilities to the Club.
- Be familiar with rules & practices of governing bodies such as Shire and league.
- Preside over meetings in the absence of the president
- Manage any public comment concerning any situation or incident that may reflect the wellbeing of the Club in the absence of the president
- Acts as the Club Delegate at League meetings in the best interests of the Club
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the Executive or Sub-Committee.

#### Relationships

- Reports to the members and Club executive committee.
- Supports all executive, members, football staff and volunteers.

#### Accountability

- The Vice-President is accountable to the Members and the General Committee.
- Seek ratification from the appropriate executives prior to committing the Club to any financial expenditure

#### Description Review

The job description will be reviewed on an annual basis to ensure that it remains current and practical.