

SOUTHBANK TENNIS CLUB

Role Description - Vice President

1. **BASIC FUNCTION:**

Proxy for President in their absence by undertaking President's role which could include any of the following:

- a. Provide leadership by ensuring that the general interests of the club and its members are attended to within the constitution
- b. Be Chairperson of the Management Committee ensuring that standard meeting procedures are followed
- c. Act as an ex-officio member of the club's sub-committee/s
- d. Act as Chairperson of the Annual General Meetings
- e. Be prepared to act as spokesperson for the club when dealing with outside agencies.
- f. Deal with any conflict or disciplinary action within club
- g. Prepare and present an Annual Report to each Annual General Meeting of the club.
- h. Act, in conjunction with other Committee members, to develop sources of third party funding and to foster existing sponsorship relationships
- i. Actively encourage members to participate in sub-committees and review and contribute to the club's business plan regularly

In addition to fulfilling the responsibilities of a Management Committee Member as described below:

- To ensure that the club acts at all times in line with its constitution and all other legal or funders' requirements.
- To ensure that he/she understands the Constitution and other governing documents of the club.
- To act at all times in the best interests of the club and its members.
- To ensure that all the assets of the club are well managed and maximised where possible.
- To ensure that the club manages its finances and other resources prudently and efficiently and is able to account for all income, expenditure, investments etc at any time and is financially stable.
- To understand and be committed to the aims and objectives of the club.
- To ensure that all the information and reports needed to make sound decisions are received and that these are read and understood.
- To ensure that the club is appropriately insured.
- To work with other Committee Members and to ensure the Management Committee is an effective body acting in the best interests of the club and its members.
- To attend meetings on a regular basis and read all the papers, contribute to the discussions and make decisions.
- To participate in tasks as required over and above Management Committee meetings.
- To keep informed on issues which affect the club and to promote the club externally.