



Vice President – Position Description

Reports To: President / Committee / Club Members

Direct Reports: Senior Club Liaison, Social Media Coordinator

Position Purpose

The Vice President supports the President in providing leadership, governance, and strategic direction for the Lilydale Junior Football Club. The role acts as the President's deputy, stepping into the President's responsibilities when required and ensures the smooth and effective operation of the Club's football and community programs.

The Vice President plays a key role in stakeholder engagement, project leadership, and club development initiatives.

Key Responsibilities

Leadership & Governance

- Support the President in leading the Committee in line with the Club's mission, values, and strategic goals.
- Ensure strong governance and compliance across Club operations, including adherence to policies, procedures and league requirements.
- Assist with oversight of club administration and support decision-making by providing informed advice, analysis and leadership.

Operational Support & Meetings

- Support the President in preparing for and conducting committee and general meetings.
- Chair meetings in the absence of the President, ensuring effective communication and decision-making.
- Assist in monitoring the progress of agreed actions and committee decisions.

People Management

- Support and guide committee members, coaches, team managers and volunteers in fulfilling their responsibilities.
- Promote an inclusive, respectful and positive Club culture.
- Assist with conflict resolution, behavioural issues and Code of Conduct matters in collaboration with the President and Committee.

Representation & Stakeholder Engagement

- Act as a Club representative when the President is unavailable.
- Build and maintain strong relationships with sponsors, council, league officials, community organisations and local businesses.
- Represent the Club at league forums, community events and key meetings as delegated by the President.

Planning & Strategy

- Assist in the development and implementation of the Club's strategic and operational plans.
- Lead or co-lead key projects and initiatives, such as facility upgrades, new programs or strategic partnerships.
- Provide strategic oversight and support for major events and community engagement initiatives.

Key Relationships

- Club Committee Members.
- Players, Coaches, Team Managers.
- Football Operations.
- Sponsors and Local Businesses.
- League Representatives.
- Local Council and Community Groups.

Skills and Attributes

- Strong leadership and communication skills.
- Strategic thinker with an ability to delegate effectively.
- Financial literacy and administrative capability.
- Confident public speaker and ambassador.
- Committed to inclusion, fairness, and respect.