

Title:	Position Description	Subject:	Vice-President
No:	4000-PD-02	Version:	01
Approved Date:	15/08/2025	Replaces:	New
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Position Description – Vice President

1. Position Title: Vice President Archery Victoria

2. Purpose of the Position: The Vice President will support and work alongside the President, stepping into the President's role when they are absent or unavailable. Key responsibilities include assisting with leadership, strategic planning, managing meetings, and acting as a spokesperson for Archery Victoria.

3. Key Responsibilities:

- Take over the President's duties, including chairing meetings and acting as spokesperson, when the President is unavailable.
- Offer guidance and leadership to the committee and members of Archery Victoria.
- Facilitate and contribute to the strategic and business planning efforts of Archery Victoria.
- Chair committee meetings and potentially the Annual General Meeting (AGM).
- Act as a representative or spokesperson for Archery Victoria in various forums if the President is unable to attend.
- Provide assistance and guidance to Officers of the Board, or sub-committees (as appointed by the Board from time to time).
- Ensure the organisation adheres to its constitution, by-laws, rules, and procedures.
- Stand in for Board Members, in the event of a vacancy, until the vacancy is filled.
- Mentoring, and supporting the incoming Board Members.

4. Desirable Attributes:

- Strong ability to lead, manage people, and delegate tasks effectively.
- Excellent communication skills are essential for effective leadership and member engagement.
- An understanding of budgeting and financial management is beneficial.
- A good working knowledge of the organisation's constitution, rules, and the duties of other office bearers.
- The ability to work effectively and collaboratively with other Board members.
- Maintaining unbiased and impartial views on issues.
- The ability to maintain confidentiality on relevant matters.
- Effective decision-making and problem-solving skills are crucial.

5. Selection Criteria:

- Experience: Demonstrated involvement in archery, particularly within club administration or similar.
- Communication Skills: Strong interpersonal and communication abilities to effectively liaise between the Board and Club administrators.
- Commitment: Willingness to dedicate time to attend meetings and actively participate in Board initiatives.
- Teamwork: Ability to work collaboratively within a team environment to achieve common goals.
- Development: Willingness to undertake relevant training in policy and compliance issues.

6. Other Relevant Factors:

- Background checks: Current Working with Children Check is mandatory.
- Complete and sign the Member Protection Declaration and return it to secretary@archeryvic.org.au.

7. Appointment Details:

- The Board consists of up to nine members of which 40% must be female: The President and Vice President must be of opposite genders.
- Board Members will serve a term of 36 months, inclusive of any time previously served as a Board appointee. Members may be reappointed based on performance and the needs of the Board, for a maximum cumulative service of nine (9) years.
- Meetings: The Board convenes at least monthly, with additional meetings scheduled as necessary E.g. President's Forums.

8. Reporting Structure: The Vice President reports directly to the Archery Victoria Board.

9. Performance Review: Performance will be reviewed annually by the Archery Victoria Board to assess effectiveness in meeting objectives and to identify areas for improvement.

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10. Confidentiality: The Vice President is expected to maintain confidentiality regarding sensitive information discussed within the Board and in communications with the Board.

11. Code of Conduct: The Vice President must adhere to Archery Victoria's Policies and Codes of Conduct, demonstrating professionalism and respect in all interactions.

If at any stage the Vice President becomes aware of a personal conflict of interest, real or perceived between themselves and the Board or Archery Victoria, they should immediately notify the Secretary of the conflict.

Display the vision and values of Archery Victoria at all times.

12. Application Process: Interested candidates should submit an application addressing the selection criteria to secretary@archeryvic.org.au. Shortlisted candidates may be contacted for an interview.

Applications for the committee to include;

- Name;
- Club;
- Archery Experience; and
- What do you hope to achieve in the role.

This position description is subject to review and amendment by the Archery Victoria Board as necessary.