



POSITION DESCRIPTION

Position: Vice President

Member of the Executive Committee

Responsibility: Reporting to the President, and serving as an integral member of the Executive Committee, the Vice President, (VP) will be responsible for the development of Malvern Tigers Basketball Club's communication strategy and will contribute to the strategic planning process of the Club. The VP will develop an efficient system of communication within the Club. The VP's role will include the coordination and oversight of Age Group Coordinators, (AGCs)

Background: This is a key role within the Club as the VP provides critical support to the President and will ideally be prepared to transition to the Presidency role in due course. As good communication is key to the successful running of any organisation, this role is pivotal in ensuring the Club has a well thought communications strategy. The AGCs provide the interface between Coaches and Parents and the VP will ensure that the selected AGCs are equipped with the necessary skills to effectively manage this communication.

Tasks:

- Convene a meeting, at least once per season, with AGCs to manage the communications between coaching staff and parent/membership. Ensure that all AGCs are aware of their responsibilities and to manage this communications functions within the Club.
- Coordinate the process of appointing AGCs, including Identifying potential AGCs, asking for volunteers and proactively approaching appropriate candidates.
- Arrange interviews, as required, to ensure candidates are appropriate for the role and sufficiently aware of the required skills to be an AGCs.
- Nominating and managing Executive Committee approvals of the AGCs appointments before the commencement of team selection for the upcoming season. Identifying AGCs wishing to end their tenure and planning for succession.
- The VP is the first point of contact for AGCs to discuss issues and seek guidance in relation to their role, including consulting with the President and the boarder Executive Committee as appropriate.
- The VP is responsible for managing sponsorship arrangements, including: Evaluating sponsorship offers received by the Club and identifying potential new sponsorship opportunities. Managing sponsorship arrangements, including agreeing benefits to be provided to sponsors (e.g., advertising on Club Website)
- Work closely with the other Executive Committee members on issues of Club policy as required.
- In a broader sense the VP will monitor and manage the communication functions within the club and introduce/modify practices to maintain a high standard of contact with its membership.

Effort: This is a voluntary position within the Club and is key to its success.