

Position Description



Volunteer Position Title:	Club Leadership Team – Vice Chair
Time Commitment:	Minimum 2 years Approximately 3 - 5 hours per week and attendance at Club LT meetings. Must be available evenings and weekends.
Reporting To:	Chair - Club LT
Screening / Training / Accreditation Requirements:	<ul style="list-style-type: none"> • Police Check and Working with Children's Check • Reference Checks

Description of the volunteer role:
<p>The Club Vice Chair will work collaboratively with the Chair to ensure the Club is operating effectively and may be required from time to time to stand in as Chair and fulfill those duties as required.</p> <p>The Vice Chair will provide constructive support to ensure that members are able to contribute effectively in their roles and ensure operational objectives are being met.</p> <p>The ideal candidate will have demonstrated leadership experience in business, or an equivalent organisation, with a proven track record in developing strong working relationships across a broad spectrum of stakeholders.</p>

Key Responsibilities:
<ul style="list-style-type: none"> • Provide effective support to the Chair in facilitating Club LT meetings • Responsible for increasing athlete numbers within the Club in conjunction with Club Sport Coordinator • Fill in as the Chair where necessary and fulfil the responsibilities required of the Chair • Act as an ambassador and spokesperson for the Club where required • Act as complaints handler for all internal club matters • Ensure all relevant members of the club have valid Police and Working with Children's Checks • Assist Club LT in Club Accreditation process – every 2 years

Competencies, Skills, Experience, and Education:		
Competencies / Skills	Essential	Desirable
	<ul style="list-style-type: none"> • Strong networking, negotiation, organisation, and presentation skills • Excellent organisation and communication skills • Strong leadership skills 	<ul style="list-style-type: none"> • Possess business acumen, vision and strategic planning abilities • Demonstrated planning skills
Experience / Education	Essential	Desirable
	<ul style="list-style-type: none"> • Minimum of 3 years relevant business or leadership experience 	<ul style="list-style-type: none"> • Previous experience as a Chair or Vice Chair in a comparable organisation • Previous experience with a not for profit or disability organisation

Performance Area	Key Tasks	Performance Indicators
Club LT	<ol style="list-style-type: none"> 1. Support Chair to build an effective Club and fill in as Chair as required 2. Coordinate communications between Clubs, States and Head Office 3. Support the delivery of Club development objectives within agreed budgets 4. Work collaboratively with SOA staff and State LT to ensure alignment of Club priorities with the broader organisation 5. Proactively represent the Club in both internal and external settings. 6. Ensure all relevant club volunteers have valid Police Checks and Working with Children's Checks. 7. Manage and resolve all internal club complaints within specified timeframes. Create and manage complaints sub-committee if necessary. 	<ol style="list-style-type: none"> 1. Minimum of 4 Club LT meetings held annually with minutes submitted to SOA in a timely manner 2. Achieve agreed communication KPI's as set by SOA 3. Successful operational development of the Club with measurable outcomes delivered within budget 4. Communicate regularly and systematically to ensure Club is contributing to the overall direction of the organisation 5. Proactively take every opportunity to represent the Club and communicate with members 6. Control sheet of registered volunteers and validity of reference checks 7. In conjunction with State, MPIO, State LT and SOA ensure all incidents and complaints are managed within the specified timeframes.

Key Relationships And Interactions:	
Internal	SOA Executive Team and staff, State LT and members, Club LT and members
External	Sponsors and partners, local government

Special Olympics Vision, Mission, About Us, and Athletes Oath	
SOA Vision	Everyone with an intellectual disability has the opportunity to participate in sport
SO Mission	We create accessible sports training, coaching and competition pathways so that people with an intellectual disability can reach their personal best, in sport and in life.
About Us	Special Olympics Australia is a not-for-profit organisation that provides regular sports training, competition opportunities and development programs for people with an intellectual disability across Australia.
Athletes Oath	"LET ME WIN. BUT IF I CANNOT WIN, LET ME BE BRAVE IN THE ATTEMPT."