



ROLES & RESPONSIBILITIES: AFL Masters National Vice President

OBJECTIVE:

The National Vice President is to provide support to the President and Executive Committee. In the absence of the President/Chair undertake the role of the President in the short term.

RESPONSIBILITIES:

- Chair National Board Meetings of AFL Masters in the absence of the National President
- Undertake tasks as requested by the President and the National Board
- Represent AFL Masters at meetings and functions at the request or in the absence of the President
- Provide support to the National Board
- Ensure that AFL Masters is fulfilling its competition requirements
- Ensure that AFL Masters is operating within the budgets established
- Ensure that AFL Masters is fulfilling all its responsibilities under its Constitution and the *Associations Incorporations Reform Act 2012 (Vic)*
- Ensure that AFL Masters is implementing risk management strategies including relevant insurance cover
- Ensure that AFL Masters is operating within its Strategic Plan
- Co-authorise all outgoing transactions as joint signatory on all AFL Masters bank accounts in accordance with budget and prior approval of National President
- Attend all sanctioned AFL Masters National Competitions (including National Carnivals)
- Oversee specific football operations portfolios allocated at sanctioned AFL Masters National Competitions including:
 - Facilities
 - First aid
 - Fixtures
 - Registrations
 - Modified Laws of Play
 - National Carnival Guidelines
 - Special Dispensation requests



- Best & Fairest Awards
- All Australian selections
- Trophy & medal presentations
- Declare interest in any contractual or other matter in which a conflict of interest arises or may arise, and where a conflict does arise, shall absent himself from discussions of such matter and shall not be entitled to vote in respect of such matter

RELATIONSHIPS:

- National President and the National Board
- AFL Masters National Registrar
- AFL Masters staff as required
- State & Territory Delegates
- Liaises with all State & Territory team managers, coaches, players and teams at National Carnivals

ACCOUNTABILITY:

- The National Vice-President is accountable to the President and the National Board

ESSENTIAL SKILLS:

- Can communicate effectively
- Is a supportive and effective leader and role model
- Effective decision-making skills
- Maintains Confidentiality
- Has a good knowledge of the Constitution, rules, policies and the duties of all office bearers
- Has experience in developing and implementing strategic and business planning

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the National Vice President is 6 hours per week.

The National Vice President is appointed for a 3 year term as per the AFL Masters Constitution.