



NACSCI Job Description

Position: Vice President, Competition

Issued: 15th April 2018

Primary Objective:

The primary role of the Vice President – Competition is to organise the major competitions run by NACSC including the annual SOPAC qualifying and open water events as well as Club Championship meetings.

The Vice President role also acts as support to the President in general club duties and acts in the President role during period of absence.

This involves liaising with third parties including Metro South West swimming to obtain meet approval, SOPAC and Penrith Regatta Centre to obtain the venue. Further you will be required to gain support from non-swimming club members (parents etc) to fill various roles required to make each competition event run smoothly.

Other roles include the general support of all other requirements of running the club and supporting the Club President to run the monthly committee meetings.

Responsibilities:

The general responsibilities of the Vice President are wide and varied and may include, but certainly not limited to the following responsibilities: -

- Organise the running of the annual SOPAC qualifying meeting, usual held in Quarter 3 each year. This involve organising approval through governing bodies, venue procurement and support from club members to run the event.



- Organise the running of the annual Open Water meet held at the Penrith Regatta Centre usually in quarter 4 each year. This involves organising support from club members to run the event and coordination of the support on the day.
- Support the Race Secretary with the running of Club Championship meetings throughout the year.
- Represent the club at formal meetings & public functions when required.
- Represent the Club during swim club meets when required.
- Any other duty that helps support the running of the club.

Governance:

- Support the President and Club Committee with general governance requirements as needed.

Meetings, communication, and key relationships:

- Support the Club President and act as their delegate **in times of absence** to:
 - Chair committee meetings
 - Chair the annual general meeting
 - Act as a spokesperson for the club and represent it locally and regionally as required
 - Regularly liaise with sub committees to ensure they receive assistance and support as and when they need it
 - Ensure that all sub-committees are regularly reporting to the committee.

Requirements

The Vice President, Competition, is expected to:



- Act in the best interest of the members always
- Attend committee meetings
- Undertake the role in good faith and honesty

If at any stage the Vice President, Competition, becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

Essential Skills and Requirements:

- Hold or willing to apply for a current volunteer's "working with children" check
- Is well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the club
- Can oversee organizational activities
- Has a good working knowledge of the rules of the club and the duties of all office holders and subcommittees.
- Is a supportive leader for all member's.
- Able to chair committee or executive meetings.
- Unbiased and impartial on all issues.

The estimated time commitment required as the Vice President, Competition, is 1-2 hours per week during swim seasons. And 2 – 4 hours per month between seasons.