

Position Description



Volunteer Position Title:	Club Leadership Team – Vice Chair
Team / Program:	Club Leadership Team
Time Commitment:	Minimum 2 years Approximately 2 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 • Reference Checks

Description of the volunteer role:

The Club Vice Chair will work collaboratively with the Chair to ensure the Club is operating effectively.

Acting as the primary communications coordinator for the Club, 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.

The Vice Chair may be required from time to time to stand in as Chair and fulfil those duties as required.

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.

Key Responsibilities:

- Provide effective support to the Chair in facilitating Club LT meetings
- Provide timely and expedient Club communications to members as required
- 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
- Oversee compliance with the SOA code of conduct by all members of the Club
- Compliance with all WH&S legislation and SOA WH&S Policy

Competencies, Skills, Experience, and Education:

	Essential	Desirable
Competencies / Skills	<ul style="list-style-type: none"> • Strong networking, negotiation, organisation, and presentation skills • Excellent organisation and communication skills • Strong leadership skills • Demonstrated planning skills 	<ul style="list-style-type: none"> • Possess business acumen, vision and strategic planning abilities
Experience /	Essential	Desirable



Education	<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
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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, Zones and Head Office 3. Support the delivery of Club development objectives within agreed budgets 4. Work collaboratively with SOA staff and Zone LT to ensure alignment of Club priorities with the broader organisation 5. Proactively represent the Club in both internal and external settings. 6. Assist in the development of partnerships with sponsors, funding agencies, local government and other organizations relevant to the goals of the Club 7. Focus on athlete outcomes by ensuring that necessary skills are developed and optimally utilised within the Club structure 	<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. Agreed fundraising targets are achieved and deeper engagement of partners demonstrated 7. Regular focus on Club roles and requirements to ensure the necessary skills are represented with succession plans in active development

Key Relationships And Interactions:	
Internal	SOA Executive Team and staff, Zone 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."