

# Fencibles United AFC

## Vice-Chairperson Role Description



Position	Vice-Chairperson of The Board
Reports to	The Chairperson and Fencibles Members
Location	Auckland (Fencibles United AFC)
Length of Appointment	12 Months

### Fencibles United AFC

Fencibles United AFC is one of the largest football clubs in New Zealand. We are based in Pakuranga/Howick, Auckland, New Zealand. We have a long history of serving and representing the East Auckland community. Our roots go back to Pakuranga Town AFC and Howick AFC. Fencibles is a forward thinking club with the desire to provide the best services possible to the game of Football on and off the pitch, at Community Level as well as High Performance.

The Board has a core responsibility to the Governance of the Club which in turns provides direction, accountability and support to all other committees and teams within the Club.

### Position Purpose

The role of Vice-Chairperson is an elected voluntary position to provide support to the board and take the lead role of the Players Committee overseeing the day to day operations of the Club.

### Responsibilities and Duties:

- Take an overall responsibility to the day to day operations of the Club, this is achieved through leading the Players Committee.
- Allocate the various tasks and responsibilities of the Players Committee to the Club Captains and support volunteers.
- Report monthly and more if required to the Board at the monthly meetings of all activity that is occurring in the club
- If the chairperson is not available, step in to facilitate the monthly board meetings.
- Be approachable to and by all members.
- As Team Leader of the Players Committee, ensure the club captains work effectively alongside the Director of Football.
- Ensure all activity, tasks and responsibilities align with the clubs Visions and Values.
- Support in the review of the related clubs policies and procedures.
- Respond to general duties as directed by the chair.
- Support and help maintain the online resources folders of the club.
- Following all aspects of the clubs Code of Conduct, signed Confidentiality Form and any other club policies, procedures as they relate.
- Meet all club reporting requirements as they become due or are requested.

### Knowledge and Skills Required:

- A good effective communicator.
- Is well informed of all organisation activities.
- Can maintain confidentiality on relevant matters
- Is aware of the future directions and plans of the sport nationally as well as club based.
- Have an in-depth knowledge of the game, play and rules of Football.
- Has a good working knowledge of the constitution, visions and values, rules and the duties of all office holders and subcommittees.