

## **Accountability**

- JJJFC President
- JJJFC Committee

**Hours** \_\_\_\_\_ / **Week – Month - Season**

## **Objective**

- To oversee all football related matters across the Club.
- Provide leadership to all football coaches, players, support staff and volunteers.
- To provide support to the President of the Club.
- To provide support to the Executive and Committee members to ensure the efficient operation of the.

## **Responsibilities**

- The Junior Vice President is responsible for assisting the Senior Vice President and President carry out their duties and to assume control of the committee meetings in the President's and Senior Vice President absence.
- Responsible for the effective and efficient running of the Junior teams in the club.
- Oversee the integrity of player registrations by ensuring that a club registrar is appointed and adequately skilled in their role.
- Liaise with the Coaching Coordinator to ensure that all coaches are adequately appointed and accredited.
- Ensure the ground is adequately marked and liaise with the Grounds Manager to ensure that the ground is correctly marked.
- Liaise with other users of the Atwell Reserve facility to ensure the effect and efficient running of the facility.
- Assume the role of chair at committee meetings and attend delegates meetings in the Senior Vice President's and Presidents absence.
- Manage Portfolio as set down by the committee.

## **Relationships**

- Supports all coaches, players, support staff and volunteers.
- Liaises with the Executive.
- Liaises with official Club suppliers & other key stakeholders.

## **Reports**

- Provide a report on portfolio operations to the monthly Committee meeting.
- Reports to the Club President and General Committee of the Club.