



Vice President of Seniors Job Description

Objectives

The Vice President of Seniors (VP Seniors) oversees all matters relating to the Macquarie Saints Seniors. The VP Seniors liaises with the President of Macquarie Saints and other members of the committee to ensure the smooth running of the senior competition.

This is an ELECTED position with voting rights on all board issues.

Responsibilities and Duties

- Attend all regularly scheduled meetings
- When necessary chair the Executive, General or special meetings for junior members when the President is not available
- Attend PCBL meetings or nominate a person to attend these meetings
- Main contact between PCBL and the members of Macquarie Saints. Ensure all information provided by PCBL is forwarded to the appropriate Macquarie Saints member/s and ensure all correspondence from members such as protests are sent to PCBL.

Start of the Season

- Liaise with the Registrar and President to assemble the teams and appoint coaches
- Review the draft draws issued by PCBL and make changes where necessary
- Ensure all players are registered in the PCBL database
- Ensure all teams are submitted to PCBL for grading prior to each season
- Co-ordinate
 - Summer comp
 - Masters comps (one or more)
 - Winter comp
 - Tamworth Queen's Birthday long weekend comp

Relationships

- Reports to the President and Committee
- Liaises with the President and Committee as and when required
- Club delegate to PCBL
- Contact & info for the Senior players

Accountability

- Reports to the President, committee and members of the Club
- Acts as or ensures his/her delegate acts in the best interests of the club
- Supports President, committee members and all team officials and players of the senior club

Period of Appointment

The VP Seniors is appointed for one term (March to March) and can serve a maximum of three terms (up to 8 if there are no other candidates).