



B1 – Role Description – Vice President

Mundaring Junior Football club is a community based club which promotes and encourages Australian Rules Football for girls and boys from Auskick up to year 6.

With the help from volunteers in official and non-official roles, we aim to provide a safe and fun environment for boys and girls to participate and learn the game of Australian Rules Football.

General Purpose of Role

The key purpose of this role is to assist the Club President with the management of the football club. This role requires active involvement in all club matters to ensure the success and growth of the MJFC.

Key Specifics of Role

- Attend club committee meetings and provide input to relevant topics
- Chair club committee meetings in absence of club President
- Attend/facilitate game days
 - Go to person to field all enquiries and manage issues in absence of club President
 - Mind umpires to ensure their health and safety at all times
 - Ensure all facilities are packed, left clean and secure
- Attend SDFC delegates meetings in absence of club President
- Assist in the planning and participate in club fund raising initiatives, functions and events

Additional Responsibilities

- Assigned a set of keys & security code for ground and clubroom access
- Designated signatory for club banking accounts