

Waratah Hockey Club



VICE PRESIDENT JUNIOR

ROLE STATEMENT

The Vice President Junior assists the Committee to fulfil club administrative functions and is the primary contact for matters pertaining to all junior members of the club.

KEY DUTIES

- Support the recruitment and development of junior players.
- Take a lead role in the recruitment of all junior coaches.
- Take a lead role in the coordination of all junior teams.
- Coordinate and support all junior players and coaches throughout the season.
- Advocate for the needs of all junior players and coaches at committee meetings and other hockey forums.
- Support conflict resolution processes, where relevant.
- Respond to email correspondence and other inquiries by members.
- Communicate all relevant information from the committee (and other relevant sources) to all junior coaches and members.
- Support all club social and fundraising activities.
- With the Social coordinator, lead the end-of-season junior presentation event.
- Actively participate in committee meetings and other agreed decision-making processes (such as email and group chats).
- Ensure action items and resolutions of the committee are carried out.
- Chair committee meetings in the absence of the President or as required.
- Ensure club policies and code of conduct are adhered to by members and self.
- Fulfil such other duties as the committee may request.