

Waratah Hockey Club



VICE PRESIDENT WOMEN

ROLE STATEMENT

The Vice President Women assists the Committee to fulfil club administrative functions and is the primary contact for matters pertaining to their respective senior members of the club.

KEY DUTIES

- Support the recruitment and development of senior players.
- Take a lead role in the recruitment of women senior coaches.
- Take a lead role in the coordination of women teams.
- Coordinate and support women players and coaches throughout the season.
- Advocate for the needs of women 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 the respective senior coaches and members.
- Support all club social and fundraising activities.
- With the Social coordinator, lead the end-of-season senior 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.