



OFFICER CRICKET CLUB Vice PRESIDENT

Position Description

The Officer Cricket Club Vice President is an executive role elected by members at the Annual General Meeting. The role is responsible for supporting the president overall leadership, governance and the strategic direction of the club. The role helps ensure the smooth running of the club. This is achieved by supporting other members of the executive when required. While contributing to long term sustainability, growth, and positive club culture of the Officer Cricket Club (OCC).

OBJECTIVES

- Assist the president in leading the club and implementing committee decisions
- Contribute to the strategic planning of the club development initiatives
- Ensure the club operates in line with its constitution, policies and values
- Provide strong, efficient, and effective leadership for the OCC
- Ensure the OCC is run efficiently administratively, financially, and socially to support the competition activities
- Provide a safe and enjoyable recreational environment for all club members and ensure all activities are played in a fair and competitive spirit

RESPONSIBILITIES

- Assist the president in leading the club and implementing committee decisions
- Undertake the duties and responsibilities of the President if they become unavailable for any reason
- Assists the executive committee members and non-executive committee members fulfil their responsibilities to the OCC
- Attend and contribute to executive and general committee meetings
- Be familiar with the rules and practices of the governing bodies including local council and any other body that requires governance implementation
- Ensures the efficient and profitable running of any allocated fund-raising activity
- Support the Liaison Officer in fulfilling their role responsibilities when required
- Train, mentor and support an incoming Vice President

RELATIONSHIPS

- Reports to the president and executive committee.
- Liaises with the executive and non-executive committee and other club roles.
- Liaises with senior and junior members and other local senior clubs
- Contact point for the Liaison Officer role to the executive committee
- Contact point for the Members Events Coordinator role to the executive committee

ACCOUNTABILITY

- The Vice president is accountable to the President, executive committee and club members
- Reports on any aspect of the OCC to the committee when requested
- Seeks ratification from the appropriate committee member prior to committing the club to any financial expenditure or action

Desired Skills

- Hold or willing to hold a current Working with Children check
- Strong communication and interpersonal skills
- Leadership and teamwork abilities
- Organisational and time management skills
- Problem solving mind set
- Ability to build relationships
- Unbiased, impartial and approachable
- Receptive to change
- Passion for cricket and community sport
- Club person

02-May-26

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