



## WA WOMEN'S FOOTBALL LEAGUE (INC)

### VICE PRESIDENT – Job Description

#### KEY FOCUS OF THE ORGANISATION

Through the provision of strategic direction and resources, the WA Women's Football League seeks to support and develop vibrant, inclusive and sustainable clubs which support growth, promote development and are community focused.

#### KEY FOCUS OF THIS POSITION

To provide support to the President and strong leadership for the League

#### SPECIFIC RESPONSIBILITIES

- Ensure the League is run efficiently administratively, financially and socially to support on field activities
- Provide leadership support to the President and the executive to formulate the strategic direction of the League

#### GENERAL RESPONSIBILITIES

- Setting the strategic direction of the organisation, including the vision, objectives, strategic and operational plans
- Approving key organisation policies
- Ensuring that the organisation has adequate funds, approving the budget and monitoring expenditure
- Ensuring legal requirements are met and governance arrangements adhered to
- Developing a risk management plan and ensuring it is implemented.

#### ACCOUNTABILITY

- The Vice President is accountable to the President, the Executive and members of the League.

#### COMPETENCIES FOR THIS POSITION

##### 1. Leadership

Provide strong leadership and support to the President.

##### 2. Initiative

Ability to create to resolve problems and continuously improve.

##### 3. Judgement

Make decisions under pressure after carefully weighing up all information.

##### 4. Planning and Organising

Methodically organise and prioritise course of action.

##### 5. Effective Communication

Communicate effectively with a range of stakeholders using a range of mediums.

##### 6. Teamwork

Ability to work with others to achieve objectives.