



Role Description – Vice President

Summary

The primary role of the Vice President is to maintain the working relationship between QUT Hockey Club Inc. and the Queensland University of Technology. The Vice President is responsible for applying for the Student Clubs and Projects (SCAP) Grants on behalf of the club, as well as liaising with student club members and QUT Sport.

The Vice Presidents secondary role is to shadow the President in providing leadership and responsibility for the organisation. They are to step into the President's role in their absence.

Responsible To

The Vice President is elected by the QUT Hockey Club Inc. members and responsible for representing the views of the QUT Hockey Club Inc. members.

Tasks

The Vice President should:

- Apply for club funding through the SCAP Grant Scheme.
- Ensure the planning and budgeting for the upcoming SCAP Grant applications are carried out in accordance with the wishes of the management members.
- Administer SCAP Grant documents including but not limited to; round applications, acquittals, invoices, receipts and reports.
- Liaise directly with the QUT Hockey Club Inc. Treasurer in regards to grant applications and supporting documents.
- Maintain a positive relationship between QUT Hockey Club Inc. and QUT Sport, as well as the QUT Student Guild.
- Facilitate the active involvement of Queensland University of Technology students at QUT Hockey Club Inc. by liaising with the QUT Sport Coordinator.
- Represent QUT Hockey Club Inc. at Queensland University of Technology events as required (e.g. O-Week).
- Attend QUT Hockey Club Inc. management meetings and provide updates on current grant applications and student activities.
- Adhere too and ensure QUT Hockey Club Inc. policies and by-laws are upheld and reviewed/updated annually.
- Monitor the Vice President Club email account.
- Monitor the clubs playing and off-field uniform stock (kept by the Women's and Men's Coordinators), and order new stock through Canterbury when necessary.

Benefits

Being the Vice President of QUT Hockey Club Inc. is an opportunity to contribute to the overall development of the Club and the opportunities relevant to its student members.



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- A portion of fee reimbursement for the relevant season in which the position has been appointed – amount to be voted upon by club members at the previous year's Annual General Meeting (AGM).
- Access to training and development workshops and seminars provided by Queensland University of Technology.
- Opportunity to experience a leadership role, and exposure to grant application processes.
- Opportunity to work in a positive and encouraging environment.
- Publicly acknowledged for contributions to the Club.

Essential Criteria

- The Vice-President **must** be a current student at the Queensland University of Technology.
- Comprehensive written skills.
- Access to phone, internet, email, web, scanning facilities, MS Word, MS Excel or equivalent/compatible.
- Can communicate effectively.
- Be a member of QUT Hockey Club Inc. and abide by its policies.
- Work well in a team.

Desirable Criteria

- Previous experience as an administrator at club level.
- Previous experience in grant applications.
- Good working knowledge of QUT Hockey Club Inc., including rules, policies and the duties of all management positions and sub-committees.

Appointment Terms and Time Commitment Required

- The Vice President is elected at the QUT Hockey Club Inc. AGM for the following year and is appointed for a term of 12 months.
- The estimated time commitment required as the Vice President is 2.5-3 hours per week for the duration of the 12 months.
- In addition, the Vice President will also be required to attend:
 - monthly management meetings (approx.. 1.5 hours in length),
 - the QUT Hockey Club Inc. AGM (approx.. 2 hours in length), and
 - events run by the Queensland University of Technology, relevant to the club.



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