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| ***Hawks Netball Club*** | | Logo Design by Karla Uys, 2003 |
| *Vice Chairperson* | |
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| ***Who will I work with?*** | Main Club committee & Executive Committee | |
| ***What will I do?*** | ACT AS VICE IN ANY OF THE FOLLOWING ROLES CONDUCTED BY CHAIRPERSON IF REQUIRED TO DO SO:   * Chair committee meetings (consisting of Chair, Vice Chair, Secretary, Treasurer, 3 Captains (or vice), Head Coach) * Chair executive committee meetings once per month (Chair, Vice Chair and Coaching Manager) * Chair AGM annually (All club members) * Ensure accounts are in order with our treasurer * Send out squad selections once decided by Squad Selection Committee * Deal with any personal issues arising from club members * Resolve any disagreements with members * Review attendance figures with Captains and committee and agree any appropriate actions * Ensure the club rules are not broken * Do brief handover session weekly at training and advise club of relevant information and try to keep short, punchy and positive * Ensure code of conducts are signed by each member * Ensure that Junior Hawks is progressing well, get feedback from coaches * Be a signatory for the Hawks account * Review Hawks website and write appropriate articles * Write articles when necessary for the press * Be available to represent Hawks at PR functions * Coordinate smooth arrival of new starters and contact any members who stop coming * Coordinate good relations with the RAF base * Change welcome letter and joining letter when necessary * Provide regular communication to Club members via email keeping them informed of what’s happening in the Club | |
| ***How much time will I need to give?*** | Approximately 2-3 hours per week and attendance at Club Committee meetings | |
| ***What do I need to do this role?*** | Enthusiasm, organisation, trust and be approachable.Excellent communication and Leadership skillsHonest and able to answer questions in meetingsPrepared to make instant decisions when necessary | |
| ***What are the benefits and how will you support me?*** | Satisfaction of making a vital difference in your clubLearning and developing new skills.The club will reimburse any agreed expenses that you incur as a result of your volunteer rolePlatform for future volunteering/employment opportunities  * The enjoyment of meeting new people as part of a team * Training opportunities through external courses | |