

**South Auckland Rangers Association Football & Sports Club**  
**Club Rules Job Description**  
**Vice President and Volunteer Coordinator**

**Responsible To:**

The Vice President is elected by the Club members at the Annual General Meeting, and responsible for representing the views of South Auckland Rangers Association Football Club members.

The role of the Vice President is to support the President and deputise for the President when required. The Vice President is a leader of the South Auckland Rangers Associated Football Club and sets the standards required to run the club and support the Board to prioritise its goals. The Vice President's role also includes the role of Volunteer Coordinator.

**Responsibilities and Duties:**

The Vice President should:

- Manage Board and executive meetings
- Manage the Annual General Meeting
- Represent the club at local, regional, and national levels as required
- Act as a facilitator for club activities and generally provide an advisory role
- Oversee committee performance to ensure correct procedures are followed
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members
- Manage disputes and complaints in a timely manner
- Evaluate personal performance annually reporting to the club Board and ensure succession of own position if applicable
- Oversee financial requirements of the club with the Treasurer.
- Manage grant funding and sponsorship
- Coordinate and Manage Volunteers throughout the club. Provide assistance and guidance as required.
- Review own position description to ensure accuracy and submit potential changes to the club Board

**Knowledge and Skills Desired:**

Ideally the Vice President is someone who:

- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all organisations' members
- Observe all NRF and South Auckland Rangers Club regulations and Rules.

**Position Held By:** RAVINDRA CHANDRA

**Signature:**

**Date Signed:** 16/12/2025



**Updated October 2025**