

**Position Title:** Vice President

**Club:** Boronia Buffaloes Basketball Club

**Reports To:** Club President and Executive Committee

**Term:** 1 year – Renewable

**Position Description:**

The Vice President of the Boronia Buffaloes Basketball Club supports the President in leading the club and acts as their delegate when required. This role involves assisting in governance, planning, and operational tasks, as well as helping to foster a positive and inclusive club environment.

**Key Responsibilities:**

Leadership Support:

* Assist the President in managing club operations and governance.
* Stand in for the President when they are unavailable, including chairing meetings.
* Provide support and guidance to committee members and volunteers.
* Engage with the President in a sperate executive capacity, where required.

Operations & Administration:

* Assist with team coordination, event planning, and communications.
* Help ensure compliance with club policies and child safety standards.
* Support conflict resolution and problem-solving among members including players, parents and officials.

Strategic & Community Engagement:

* Contribute to planning, development, and growth strategies for the club.
* Build relationships with local partners, sponsors, and associations.
* Promote values of teamwork, respect, and participation within the club.
* Attends wider community strategic planning meetings required for Association compliance.
* Maintains high professionalism when engaging with members, parents, coaches and players

**Preferred Skills & Attributes:**

* Strong interpersonal and communication skills
* Ability to lead in a supportive and collaborative manner
* Problem-solving and organisational abilities
* Familiarity with club operations or grassroots basketball (preferred)

**Time Commitment:**

Moderate throughout the year, with increased involvement during planning periods and events.
Required to attend committee meetings and be available to step in when the President is unavailable.