

VICE PRESIDENT JOB DESCRIPTION NOCC

Overall role

The Vice President is the officer responsible for all business related matters of the NOCC. This person provides leadership and coordination of club marketing, public relations, media and sponsorship activities of the club. In the absence of the President, this person provides overall leadership to the club.

Responsible To

The Vice President is directly responsible to the President of NOCC and the members of NOCC.

Responsibilities and Duties

The Vice President should:

- Attract and maintain new and existing club sponsors
- Foster the public profile of the club through marketing (including web site), media contact and other public relations activities
- Be responsible for the development and maintenance of the club 'brand' including club logos/uniforms,
- Public communication of club mission, vision and values.
- With the Registrar, organise membership drives, including juniors
- With the Registrar organise fundraising activities
- Work with the Club Coach on club and sponsorship signage

Knowledge and Skills Required

Ideally the Vice President is someone who:

- Is an excellent communicator and is business savvy
- Has a good understanding of club sponsorship, marketing and public relations matters
- Can broker sponsorship agreements
- Has or can develop media contacts
- Is highly organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Can work productively with other club management officers

Estimated Time Commitment Required

The estimated time commitment required as the Vice President of NOCC is 3-10 hours per week.

The Vice President is appointed for a one year period.