**Role description**

**for**

**VP for Club (aka COO)**

**Role title:** VP for Club

**Role covers:** Leadership of Finance, Planning, Administrative and Communication functions required to operate the Club

**Reports to:** President

----------------------------------------------------------------------------------------------------

**How role ‘makes a difference’:** By providing planning and support services that enable the club to meet its strategic and operational objectives.

**Markers of success:**

* Strategy implementation meets milestones.
* Planning processes deliver a growing range of outcomes for Members, for Harvard and for Australia.
* PL’s rate administrative support highly. (Survey)
* Members rate communications highly. (Survey)
* Constitution is periodically amended to meet evolving requirements.
* IT platform efficiently and effectively meets the needs of all users.
* Club Finances in good shape

----------------------------------------------------------------------------------------------------

**General VP responsibilities:**

* Set Club and Mission strategies
* Jointly shape Club strategy with Board & Council
* Develop annual plan-on-a-page for Mission
* Coach PLs on their POPs
* Contribute to Club governance
* Participate in Board and Council meetings
* Sit on mini-Boards (eg HCAP)
* Develop Mission & Club leadership cadre
* Attract a group of PLs to lead Mission’s programs
* Cultivate a VP successor
* Identify potential VP and PL candidates to Noms Com
* Nurture new ideas
* Encourage generation of innovative new ideas
* Support PLs in scoping, designing and gaining approval
* Help to promote new ideas to members, and overcome roadblocks
* Coordinate across Mission’s programs
* Chair Mission team meetings
* Provide relevant coordinating mechanisms/guidelines across PLs
* Keep PLs informed informally
* Ensure PLs get info into Club’s calendar and coms channels
* Problem solve any budget issues
* Communicate formally and informally
* Provide leadership presence at Club events
* Represent Club to external parties
* Communicate Club strategy at every opportunity
* Spread good news stories
* Drive ongoing improvement
* Review impact of Mission
* Collaborate with PLs to codify Mission’s processes and tools
* Help to build a bigger more active Club
* Recruit new members to the Club
* Encourage members to participate and contribute
* Foster desired Club culture
* Role model Club values
* Recognise contributions made by PLs and others
* Nominate worthy members for Club awards

**Role-specific areas of responsibility:**

* Effective Planning and Strategy Implementation processes.
* Strategy implementation is tracked and reported. Interventions occur to achieve milestones.
* Annual planning cycle is established involving all PL’s and Affiliates.
* An integrated rolling 12 month calendar of events and meetings is established, accessible “on line”.
* Periodic analysis done to assess club effectiveness and opportunities.
* Needs of PL’s and VP’s for administrative support are met.
* Admin team agree service levels with VP’s including for events, program support, comms, and financial management and reporting.
* Three month rolling estimate of time is reported against at Board meetings.
* Service is provided to plan, supplemented where required by temp staffing.
* PL’s and VP’s are periodically surveyed to assess satisfaction.
* Web site maintained.
* Members and event databases maintained.
* Effective Communication is provided to Club Leaders, members and the public.
* Communication channels are established that suit the way members and leaders wish to communicate and interact.
* High quality internal governance processes (notices of meetings, information papers, financial reports and minutes).
* Effective communications and periodic reporting to members using all channels (text, email, social media, mail) about forthcoming events, reports of past events, and of members in the news.
* Significant level of public reporting in news media and social media about Harvard, and Club activities of public interest.
* A pathway is established towards an effective IT platform that will meet the future needs of members and club administration, integrated with HAA data flows.
* Current IT platform is defined and future needs identified including Web site hosting, web accessible Member contact database, Communications management linked to member communication preferences. Member relationship management, Event project management including budgeting tool, AUD payment acceptance and reporting, and financial reporting.
* A real-time collaborative IT platform is selected and then developed to enable the club to work in an agile manner.
* Requirements are discussed with HAA to assess whether their intended platform will meet needs.
* Club constitution is periodically reviewed, and where necessary AGM consent is obtained for amendments.
* Regulatory and member reporting meets required timetable.
* Club and its subsidiary have a public officer as required by NSW Registered Association legislation, ACNC and Corporations Law.
* Annual reporting to members by June each year, including audited financial statements.
* Annual reporting to ACNC, and ASIC by the Public Officer according to their timetable.
* Maintaining public registers where there are changes to directors and officers.
* Finances of the Club are managed to sustain healthy economics
	+ Guiding event pricing, program spending, budgets etc.
	+ Recommending Annual subscription structure and pricing
	+ Best maintaining and managing cash reserves
	+ Fundraising and HCAP /HCAF checks and balances
	+ NSW Fair Trading, ACNC, ATO (GST), HAA, donor and other reporting.

----------------------------------------------------------------------------------------------------

**Key relationships:**

* PLs within Mission:
* Treasurer
* Administrator/Public Officer
* Comms team
* Planning/IT
* Others within Club:
* President and his/her EA
* VP’s
* PL’s generally. PL’s for events and Program for Leaders especially.
* Bookkeeper
* Auditor
* Printing contractor
* Outside Club:
* Admin teams in other Ivy League and UK universities
* HAA admin team

**Key decision rights:**

* Select/deselect PL’s.
* Contracting admin support within budget.
* Expenditure within budget for services (Comms, Insurance, Audit, Web services, IT platform(s).
* Choice of IT platform
* Communication inside and outside the Club.

**Support from Club admin:**

* Calendar preparation and reporting.
* Preparation of specific reports.
* Preparation and distribution of Board papers.
* IT platform project support.

----------------------------------------------------------------------------------------------------

**Desirable characteristics (skills, experiences, contacts, mobility):**

* Empathic Leader who recognises the contribution of volunteers.
* Ability to delegate, and to encourage volunteers to deliver as promised.
* Sound leadership skills.
* Sound project management skills.
* Good financial management skills.
* Understanding of regulatory requirements.
* Good at building relationships.
* Curiosity to learn about members and new things

----------------------------------------------------------------------------------------------------

**Expected duration of appointment:**

* 3 years
* Elected at AGM
* Conversation with President triggered at 2-year point re succession, extension, rotation

**Time requirement (indicative):**

* 12 days per year (2.5 hours/wk for 10 months)
* Seasonal pattern: none

----------------------------------------------------------------------------------------------------

Version: 1.1

Last revision: 18 June 2018

By: Chris Smith