

Role Profile

Title:	Vice-President
Salary:	Voluntary
Location:	Home based with attendance at meetings online as required May also require occasional in-person meetings
Responsible To:	Executive Board

Job Purpose:

The Vice President is responsible for supporting the President in overseeing and general management of all FIPFA functions.

Specific Duties:

The Vice President is responsible for:

1. The Vice President shall substitute for the President as required and may tend to such other matters as decided by the Executive Council.
2. Maintaining communication with the Zone Presidents and assisting in Zone affairs as needed.
3. The assurance that members of the Executive Council attending the meetings are legitimate members.
4. Any other duties that might reasonably be deemed within the status of the job, and appropriate to the post.

Experience / Skills Required:

Ideally the Vice President is someone who:

- has good knowledge of the sport at the international level
- has leadership skills
- has good management skills and is well organised
- has good communication skills
- is approachable

If you're interested in applying for the position, please speak to your National Association of Powerchair Football (NOPF) & FIPFA member to support your application and submit a cover letter, describing your experience / knowledge / qualifications and why you would be a suitable candidate, to secretarygeneral@fipfa.org by **31st January 2023**.

All applications will be reviewed by FIPFA Executive Board. Shortlisted candidates will be invited to interview. The appointed candidate may be proposed to the next FIPFA Congress for voting and approval of a 4-year appointment.

If you wish further information about this role please contact president@fipfa.org with your questions or to arrange a discussion about the role.