

GLADSTONE 8-BALL ASSOCIATION INC.

VICE PRESIDENT POSITION DESCRIPTION

Document type	Position Description
Role	Vice President
Position type	Management Committee Position
Status	Approved

Purpose of the Role

Support the President and assist with leadership, governance, member engagement and effective operation of the Association.

Constitutional & By-Law Authority

- GEBA Constitution 2025: Rules 16 and 20 - Management Committee membership and functions
- GEBA Constitution 2025: Appendix A - Vice President role description
- 8-Ball By-Laws 2026: Members Rights & Responsibilities, Player Conduct, Meetings, Fixtures, Complaints Generally and Disciplinary Action

Key Responsibilities

- Assist the President in carrying out the President role.
- Act as President when the President is absent or unable to perform their duties.
- Support Management Committee operations, governance, planning and implementation of committee decisions.
- Assist with maintaining a positive, respectful and inclusive club culture.
- Support member engagement, volunteer coordination and communication with teams, captains and members.
- Assist the Management Committee with complaints, conduct issues, fixtures, tournaments and representative matters where delegated or required.
- Represent GEBA when delegated by the President or Management Committee.
- Promote the objects of the Association, fair play, sportsmanship and compliance with GEBA rules and policies.

Role-Specific Responsibilities

- Support the President in ensuring By-Laws and published directions are applied fairly and consistently.
- Assist with meeting conduct and member discipline issues when required.
- Support fixture and event operations where delegated by the Management Committee.

Authority & Limitations

- When acting for the President, the Vice President remains subject to the same constitutional and committee limitations applying to the President.
- The Vice President does not independently determine complaints, disciplinary matters or Association policy unless authority is properly delegated.

Governance & Conduct

- Act in the best interests of GEBA, its members and the sport of Eightball.
- Comply with the GEBA Constitution 2025, 8-Ball By-Laws 2026, GEBA Code of Conduct, applicable Association policies, AEBF/QEBF requirements and lawful Management Committee and member decisions.
- Recognise that an individual office holder does not have independent authority to override the Constitution, By-Laws, Management Committee decisions or member resolutions.
- Maintain confidentiality where required, especially for membership, disciplinary, complaint, financial and personal information.
- Support fair, consistent, transparent and respectful decision-making and use established procedures to resolve conflicts and complaints.
- Declare and appropriately manage conflicts of interest.
- Promote safe, inclusive, responsible and sportsman-like conduct, and act impartially when exercising an official or administrative function.

- Must be an adult and must not be ineligible or disqualified from election to the Management Committee.
- A person is ineligible for election if they are already an acting member of another Association's management or general committee, as provided by the GEBA Constitution.
- Must be elected or appointed in accordance with the GEBA Constitution.
- Management Committee members are elected at each Annual General Meeting in accordance with Rule 29A of the Constitution; casual vacancies or Secretary appointments are dealt with under the relevant Constitution provisions.

Expected Commitment

- Attend Management Committee meetings, General Meetings and Annual General Meetings as reasonably required.
- Prepare for meetings and actively participate in Association decision-making.
- Undertake tasks assigned by the Management Committee within the scope of the role.
- Support Association events, fixtures, junior development, representative activities and member engagement where practicable.

Reporting Relationship

Reports to the members of Gladstone 8-Ball Association Inc. and works collaboratively with the Management Committee. The role is accountable through the Constitution, By-Laws and properly made Management Committee and member decisions.

Governing Documents

- GEBA Constitution 2025
- GEBA 8-Ball By-Laws 2026
- GEBA Code of Conduct
- Applicable AEBF/QEBF policies and Tournament Rules where relevant
- Directions and resolutions of the GEBA Management Committee and members, where properly made

Alignment & Approval

If there is any inconsistency between this position description and the GEBA Constitution 2025 or 8-Ball By-Laws 2026, the Constitution and By-Laws prevail to the extent applicable. The By-Laws must be read subject to the Constitution. This position description should be reviewed by the Management Committee and adopted or amended in accordance with the Association's governing documents.

Acceptance of Position Description

I acknowledge that I have read and understood this position description and agree to undertake the responsibilities of the role in accordance with the GEBA Constitution 2025, 8-Ball By-Laws 2026, GEBA Code of Conduct, applicable policies and lawful directions of the Management Committee.

Name: Michael Stark

Signature: M. Stark

Date: 7/9/26