



## Vice-President Role Description

### Responsibilities

Ensures the President's duties are carried out on all occasions when the President requests or is absent.

### Responsibilities and Duties

- Assist to manage committee and/or executive meetings as required.
- Assist to manage the annual general meeting as required.
- Represent the club at local, regional, state and national levels.
- Act as a facilitator for club activities.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

### Other Roles.

- Act as a mediator on issues between individuals at all levels within the club.
- Take responsibility to ensure all legal and ethical aspects within the club are adhered to.
- Review and arrange the update of club documentation and ensure currency of such.
- Assist the sponsorship committee as required on issues relevant to the future and financial status of the club.
- Ensure that succession planning has been carried out for critical positions within the club.
- Attend meetings of sub-committees within the club on a regular basis to assist and ensure the direction and vision of the club is a focus of the subcommittees.
- Act as Volunteer Co-ordinator

### **Knowledge and Skills Required**

- Can communicate effectively.
- Is well informed of all organisation activities.
- Is aware of the future directions and plans of members.
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.
- Is a supportive leader for all organisations members.
- Can maintain confidentiality on relevant matters.

**\*\*\*\*\* To be used for an indication of what may be involved, finalised roles and responsibilities to be approved by the General Committee at the next meeting (Monday the 11<sup>th</sup> of September)**