

Vice President – Position Description

Vice President

Responsible To

The Vice President is elected by the (Club) members and responsible for representing the views of the (Club) members.

Vice-Presidents may have their own portfolios. Some examples of these can include:

- Overseeing of other committee members
- Coordination of special projects

Tasks

The Vice President should:

- In the absence of the President, the Vice President, at his or her discretion, may act as chairperson of any Club meeting.
- The Vice President shall act as the President's deputy and shall assist the President in his or her duties at all times.
- In the absence of the President, the Vice-President will act on behalf of the President. Thus it is the requirement of the Vice-President to be familiar with all club duties of the President in order to prepare for a term in office.
- Assist the Executive Committee in the development of annual plans.
- Assist the Executive Committee in the creation, renewal and approval of new (Club) policies for good governance where needed

Benefits

Being the Vice President of the (Club) is an opportunity to contribute to the overall development of the Club. The (Club) committee is a friendly, dedicated team who welcomes new members.

- 100% of expenses reimbursed (e.g. administration and training) related to the role of Vice President.
- Access to training and development workshops and seminars.
- Opportunity to work in a positive and encouraging environment.
- Discounted Club fees

Knowledge and Skills Required

Ideally a Vice President is someone who:

- Can communicate effectively and has good interpersonal skills.
- 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 positive and enthusiastic.
- Be a member of the (Club) and abide by its policies.
- Knowledge of the (Club's) operations, rules and policies.
- Access to internet, email, web, MS Word, MS Excel or equivalent/compatible

Appointment terms and Time Commitment Required

- The Vice President is appointed for a term of 12 months.
- The estimated time commitment required as the Vice President of (Club) is "X" hours per week.
- Attendance at monthly Committee Meetings (approx "X" hours in length)