

Vice President

The role of the Vice President (VP) is to shadow the President in providing provide the leadership and responsibility for the club and the committee and to step into the President's roles where needed. It can be helpful for the VP to hold another role or be given set responsibilities.

The VP is often seen as 'next-in-line' for the President's role.

Desirable Attributes:

The Vice President should:

- be well informed of all organisation activities and able to provide oversight
- be a person who can develop good relationships internally and externally
- be willing to step in for the President where needed including chairing meetings
- be forward thinking and committed to meeting the overall goals of the Club
- have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- provide support to the executive and committee members to ensure the club's efficient operation
- be a good role model and a positive image for the Club in representing the Committee in other forums
- be able to raise concerns with the President where they arise

Specific duties include but are not limited to:

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- In the event of the President being unable to fulfill his/her duties to step into that role
- In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively
- Be an alternate signatory for the Club for legal purposes and financial purposes
- Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committees
- Coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required
- Represent the Club at meetings and forums as agreed with by the President
- Other duties as nominated by the President and / or Committee