



Vice President

The role of Vice President is to support the President in the running of the club. The Vice President will undertake the duties and responsibilities of the President if they become unavailable for any reason (in accordance with club rules).

Responsible to: The President

DESIRED SKILLS

- Hold or willing to hold a current Working with Children check
- Well informed of club activities
- Supportive
- Leadership skills
- Ability to chair meetings
- Unbiased and impartial
- Receptive to change
- Club person

KEY ROLES & RESPONSIBILITIES

- Adhere to the mission, vision, and values of the club
- Have a good working knowledge of all club rules, by laws, policies and duties
- Understanding of compliance and legal obligations of the club
- Assist the President to set meeting Agendas
- Assist the President with strategic and budget planning
- In the absence of the President, they will:
 - Chair committee and/or annual meetings
 - Act as a spokesperson for the club
 - Represent the club where required
 - Ensure all responsibilities of the President are completed where required