



<b>Job Title:</b>	Vice President	<b>Job Category:</b>	Elected
<b>Group:</b>	Committee Of Management		
<b>Estimated Hrs./WK:</b>	1 Hour	<b>Term of Office:</b>	2 Years
<b>Job Description</b>			
<p><b>Over View</b></p> <p>The Vice President is the support person for the association and has shared responsibility for the association's administration.</p> <p>The Vice President assists the President in the overall management of the club, helping the committee prioritise its goals and assisting to keep the committee on track by working within that overall framework. At the operational level, the Vice President helps to facilitate effective committee meetings in the absence of the President.</p> <p><b>Role and Responsibilities</b></p> <p>The Vice President should:</p> <ul style="list-style-type: none"> <li>• Assist with the management of committee meetings</li> <li>• Assist in the managing of the annual general meeting</li> <li>• When required represent the club at local, regional, state and national levels</li> <li>• Assist in the facilitation of club activities</li> <li>• Assists in the alignment of the clubs activities to the Strategic Plan.</li> </ul> <p><b>Knowledge and Skills Required</b></p> <p>The Vice President is someone who:</p> <ul style="list-style-type: none"> <li>• Can communicate effectively</li> <li>• Is well informed of all organisation activities</li> <li>• Is aware of the future directions and plans of members</li> <li>• Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees</li> </ul>			
<b>Reviewed By:</b>	President	<b>Date:</b>	22 November 2011
<b>Approved By:</b>	Committee of Management	<b>Date:</b>	
<b>Last Updated By:</b>	Secretary	<b>Date:</b>	22 November 2011