



Vice President Position Description

Overview

The Vice President should work closely with and support the club President with the leadership and governance responsibilities of the club. The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason.

Core Responsibilities

- Support the President, assisting them to fulfil their responsibilities.
- Undertake the duties of the President in their absence.
- Attend and participate in committee meetings.
- Actively participate in one Club Portfolio.

Additional Responsibilities

- Train, mentor and support an incoming Vice President.

Knowledge and Skills Required

- Knowledge of club rules, by laws, policies, procedures and the duties of all office holders.
- Informed of club activities across all portfolios.
- Understand the legal and compliance obligations of running the Club.

Personal Qualities

- Supportive leader.
- Effective communicator.
- Receptive to change.
- Unbiased and impartial.
- Willing to delegate tasks.

Qualifications

- Preferred - Working With Children Check.

Expected Time Requirement

Approximately 100 hours per annum.