

Vice-President Position Description

Purpose

The role of the Vice-President is to shadow the President in providing leadership, guidance and support to the club and the committee. The Vice-President will be able to step into the President's role when needed or required.

Responsibilities

- Assist the President and perform other duties as required.
- Step into President's role if they are unable to fulfil it.
- Chair meetings if required.
- Coordinate planning to ensure plans are developed, presented, implemented and reviewed.
- Represent the club if required.
- Other duties as nominated by the President and/or committee.
- Be an alternative signatory for the club for legal and financial purposes.

Skills

- Knowledge on all club activities, roles and responsibilities.
- Leadership.
- Strong organisational skills.
- Good computer skills.
- Strong communication skills.
- Report writing skills.

Pre-Requisites

- Current First Aid Certificate
- Current Working With Children's Check