



## CLUB VICE PRESIDENT

The role of the Vice President is primarily responsible for assisting the President at all times, preside over Management Meetings and members meetings in the absence of the President.

### Roles & Responsibilities

- Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the role of the committee
- Ensure compliance and legislative obligations are met and the club meets its health and safety requirements
- All club activities are documented in operations manuals, policies and procedures with all sub-committee roles clearly defined.
- Chair of meetings in President's absence
- Facilitate discussion, maintain focus on agenda, and ensure fully informed decision-making
- Communicating to stakeholders
- Act as a spokesperson for the club and represent it locally, regionally and nationally as required
- Regularly liaise with sub committees to ensure they receive assistance and support as required and that said committee report to executive committee regularly.
- Act in the best interest of the members at all times
- Attend all Committee meetings
- Undertake the role in good faith and honesty

### Knowledge and Skills Required

- Previous committee experience
- Dedicated unbiased and impartial club person that is receptive to change
- Communicate effectively
- Supportive of all members
- Aware of the future direction and plans of the club
- Well organised
- Enthusiastic
- Able to work well with people



- Innovative thinker & receptive to new ideas
- Prepared to make a regular time commitment
- Friendly & outgoing
- Diplomatic
- Experienced with IT / computers / email
- Able to present and speak publicly