



SAMPLE ROLE DESCRIPTION – VICE PRESIDENT

The role of the vice president is to shadow the president in providing leadership and responsibility for the organisation and the committee and to step into the president's roles where needed. It is often considered that the vice president will succeed the president and that this role is in preparation.

Desirable attributes:

The vice president should:

- be well-informed of all organisation activities and able to provide oversight.
- be a person who can develop good relationships internally and externally.
- be willing to step in for the president where needed including chairing meetings.
- be forward thinking and committed to meeting the overall goals of the club.
- have a good working knowledge of the committee constitution, rules and duties of office bearers.
- be able to work collaboratively with other committee members.
- be a good listener and attuned to the interests of members and other interest groups.
- be a good role model and a positive image for the club in representing the committee in other forums (e.g. league delegate meetings).
- be a competent public speaker.
- be able to raise concerns with the president where they arise.

Specific duties include but are not limited to:

1. step into the president role if they are unable to fulfill their duties.
2. in the absence of the president, chair committee meetings ensuring that they are run efficiently and effectively.
3. be an alternate signatory for the club for legal purposes and financial purposes.
4. assist the president in deciding which matters are dealt with by the executive, the full committee and delegated to committees.
5. coordinate club planning to ensure appropriate plans are developed, presented to and reviewed by the committee, and enacted as required.
6. represent the club at meetings and forums as agreed with by the president.
7. other duties as nominated by the president and/or committee.

