



TBA Vice President Duty Statement

The Vice President is an officer of the association and is elected by the members at the AGM. The role of Vice President is flexible but must be prepared to step into the role of President as required and be knowledgeable about all club activities, policies and administration.

Duties

- Assist the President in their duties.
- At the discretion of the President, act as President in the President's absence.
- In the President's absence, chair any committee or other club meetings
- Be familiar with the duties of the President in order to act as President whenever needed.
- Assist the Committee in the development of annual programs (e.g. events, training sessions, junior recruitment).
- Assist the Committee in the development of club policies for good governance.

Desirable Qualities

Ideally a Vice President is someone who:

- Can communicate effectively and has good interpersonal skills.
- Is well informed of all the organisations activities.
- Is aware of the future directions and plans of the Committee.
- Has a good working knowledge of the Constitution, rules and the duties of all office holders and subcommittees.
- Is positive and enthusiastic
- Can access the internet, email, web, and other computer features.

Other

The role is the most flexible of the officers of the association. Being the Vice President is an opportunity to contribute to the overall development of the club. The Vice President may take on various sub-committee roles or oversee a particular project

Document information

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Responsible person	Secretary