

Vice President Job Description

The role of Vice President generally is to work closely with and support the club President. The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason. (In accordance with club rules)

The role of Vice President is the ideal position for those considering becoming Club President in the future, as the Vice President should work closely with the President to support them to undertake the leadership and governance responsibilities of the club.

The Vice Presidents role is to step in and take over the Presidents role when they are unavailable. This includes;

Responsibilities

The general role of the Vice President is to support the President, assisting them to fulfill their responsibilities

- Supports the President
- Chair meetings in absence of President
- Assist other Office-Bearers as required

Knowledge

- To successfully undertake the role of Vice President the role requires the person:
- To be well informed of all club activities, especially those of all sub committees
- Have a good working knowledge of the Model Rules, club rules and by laws, policies and procedures as well as the duties of all office holders
- Strong understanding of the legal and compliance obligations of running the club

The Vice President is expected to

- Act in the best interest of the members at all times
- Attend all Committee meetings
- Undertake the role in good faith and honesty

Essential Skills and Requirements

- Hold a current volunteer “working with children” check
- Can communicate effectively
- Has a good working knowledge of the rules of the club and the duties of all office holders and subcommittees
- Able to chair committee or executive meetings.
- A good understanding of league requirements at local, regional and higher levels.
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated club person.
- Act in best interest of the club
- Undertake the role in good faith and honesty
- Hold current VNA

If at any stage the Vice President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

Any questions or queries can be emailed to vprespnc@outlook.com If any questions or queries cannot be answered they will be forwarded to the President.

Name: _____ Date: _____

Signature: _____

Name of Secretary: _____

Secretary Signature: _____

President Name: _____

President Signature: _____

