



Position Name: Vice President

Reports to: President

Job Summary

The role of the Vice President is to shadow the President in providing leadership and responsibility for the organisation and the Board 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 Organisation
- have a good working knowledge of the Constitution, rules and duties of office bearers
- be able to work collaboratively with other Board 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 Organisation in representing the Board in other forums
- be a competent public speaker
- be able to raise concerns with the President where they arise

Primary Duties & Responsibilities

Primary duties and responsibilities include:

- In the event of the President being unable to fulfill his/her duties to step into that role
- In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively
- Be an alternate signatory for the Organisation for legal purposes and financial purposes
- Assist the President in deciding which matters are dealt with by the Executive (if applicable), the Board and delegated to Board Committees
- In full collaboration with the President, coordinate Organisation planning to ensure appropriate plans are developed, presented to and reviewed by the Board, and enacted as required
- Represent the Organisation at meetings and forums as agreed with by the President
- Other duties as reasonably nominated by the President and / or the Board