



Position Description Vice President

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| Purpose | The role of the Vice President is to assist the President in carrying out their duties and assume the duties of the President in his/her absence |
| Responsibilities | <p>Primary responsibilities for the role of Vice President include:</p> <ul style="list-style-type: none"> • To be well informed of all Association activities. • To abide by the Constitution, standard policies and procedures (SOPPs) and codes of behaviour • Have a strong understanding of the legal and compliance obligations of running the Association • Attend all committee and general meetings of the Association wherever possible and carry out all directions given at such meetings • In the absence of the President, preside over such meetings • Assist the President to facilitate planning and help to ensure the Association has clearly defined goals and objectives • Work with the President and committee to ensure all documentation is regularly reviewed and in line with the Association's strategic plan • Serve as a spokesperson for the Association in the absence of the President |
| Requirements | <p>Current working with Children clearance (Blue Card) To act in the best interests of the Association at all times.</p> |

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| Knowledge and Skills | <ul style="list-style-type: none"> • Strong understanding and working knowledge of the constitution, policies and procedures and codes of behaviour of the Association • Strong communication and interpersonal skills • The ability to problem solve • The ability to chair meetings. • Well-developed decision-making skills. • Experience with planning and operations. • Receptive to change. |
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