**CLUB VICE PRESIDENT/VICE CHAIR – ROLE DESCRIPTOR**

The role of the Vice President will work closely with and support the club President/Chair. The Vice President will undertake the duties and responsibilities of the President/Chair if the President/Chair becomes unavailable for any reason.

**Roles & Responsibilities**

* Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the role of the committee
* Ensure compliance and legislative obligations are met and the club meets its health and safety requirements
* All club activities are documented in operations manuals, policies and procedures with all sub-committee roles clearly defined
* Chair committee meetings or carry out the role of the President in their absence
* Act as a spokesperson for the club and represent it at locally, regionally and nationally as required
* Act in the best interest of the members at all times
* Attend all Committee meetings
* Undertake the role in good faith and honesty

**Knowledge and Skills Required**

* Previous committee experience
* Dedicated, unbiased and impartial club person that is receptive to change
* Communicate effectively
* Supportive of all members
* Aware of the future direction and plans of the club
* Well organised
* Enthusiastic
* Ability to work well with people
* Innovative thinker & receptive to new ideas
* Prepared to make a regular time commitment
* Friendly & outgoing
* Diplomatic
* Experienced with IT / computers / email
* Able to present and speak publicly

**Qualifications and Training**

* Sign and adhere to the Clubs Code of Conduct