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| **CLUB VICE PRESIDENT** |

The role of the Vice President will 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.

**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
* Able 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