**Position Description: Vice President**The role of Vice President 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 Presidents in the future, as the Vice President should work closely President to support all committee members and volunteers fulfil their roles within the club.

**Responsible To:** *Insert role*

**Term Length:** *Insert year/s*

**Time Allocation:** *Insert approximation of hours per week*

**Responsibilities:**

**Knowledge**

* Be well informed of all club activities, programs and services
* Have a good working knowledge of the club constitution, club and league rules and by laws, policies and procedures as well as the duties of all committee members
* Strong understanding of the legal and compliance obligations of running the club

**Governance**

* Ensure the club has clearly defined goals and objectives, and documented strategies on how they will be achieved
* Ensure compliance of the club’s health and safety obligations
* Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
* All club positions, roles and sub committees have regularly reviewed position descriptions or terms of references
* Activities are documented in operations manuals, policies and procedures
* Volunteers are trained and supported throughout the year to undertake their roles successfully

**Meetings, Communication and Key Relationships**

* Assist the President and Secretary to set the agenda for each committee meeting and general meeting, including the club’s annual general meeting
* In the absence of the President, the Vice President will:
	+ Chair committee meetings
	+ Chair the annual general meeting
	+ Act as a spokesperson for the club and represent it at association, council and/or sponsorship meetings, as required

**Essential Skills and Requirements:**

* Holds a current Working with Children Check (WWCC)
* A competent communicator
* Strong relationship building capabilities
* A supportive and inclusive leader
* A good role model and a positive image for the club
* A forwarded thinker who is committed to the goals of the club

**Last updated:** *Insert date*

**Updated by:** *Insert* *name*