

Vice President Position Summary

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| Position: | Vice President |
| Remuneration: | This is a volunteer position. Reimbursement policies apply where appropriate. |
| Start Date: | |
| Term: | |

Purpose

The role of Vice President is to shadow the President in providing leadership, guidance and support to the committee and step into the president's role when needed.

Responsibilities

- Assisting the President and performing other duties as needed
- Step into the President's role if they cannot fulfil their role
- Chair meetings if required
- Coordinate planning to ensure plans are developed, presented, implemented and reviewed.
- Represent the organisation if required
- Other duties as nominated by the President/Committee
- Be an alternate signatory for the organisation for legal and financial purposes

Skills Required

- Willing to step into the President's role when needed
- Knowledge of all organisation activities, roles and responsibilities
- Personable, approachable and good at building and managing relationships
- Be a good role model and positive face of the organisation.
- Competent public speaker
- Ability to delegate
- Leadership experience
- Experience in planning and operations
- Receptive and open to change
- Effective communication skills
- Strong understanding of the legal and compliance obligations of running the organisation
- Report writing skills

Pre-Requisites

- First Aid Certificate
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children

- Must be able to provide evidence of a valid and current NSW Working With Children Check