



Vice President – Roles & Responsibilities

A Vice President must be ready, willing and able to assume the responsibilities of President, if the Association president is prevented from carrying out the duties of his/her office for various reasons. The role is found in one word: Service - service to the president; service to the other association officers; and service to the general membership of the association. As vice-president, you are the right hand of the president. You can and should assist the president and other officers with their duties. To do this effectively, you must be in contact with the work and policies of the association.

Responsibilities

- ☐ Preside over weekly association meetings in the absence of the president
- ☐ Attend all association meetings (Max. 2 meetings without apology before position on board will be forfeited)
- ☐ Make sure that attendance is taken at every meeting
- ☐ Assist the president when required, as well as all other board members
- ☐ Watch over the board system and assist board members
- ☐ Become thoroughly acquainted with the president's duties so you can assist the president
- ☐ Receive all materials and possible help from the past vice-president of your association
- ☐ Conduct an training of new board members in their new positions
- ☐ Assist in the development of partnerships with other associations, state associations, national sporting bodies, potential sponsors and funding organisations.

Essential Skills and requirements

- ☐ Have a strong level of experience in committee constitution, rules and duties
- ☐ Have a wealth of knowledge in sporting organisations, their activities and be able to provide guidance and leadership.
- ☐ Be able to listen to the feedback and views of members and other interested parties
- ☐ Be a positive role model and competent public speaker
- ☐ Can forward plans and lead the association to reaching its short term and long-term goals.



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End of term hand over

Updating key documents

At the end of each year a key activity of the Vice President will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Association secretary prior to the Annual General Meeting each year.

Induction of the incoming Vice President

An important responsibility of outgoing Vice President is to train, mentor and support the incoming Vice President.