

Title: Committee Job Description: Vice President	Page: 1 of 1
Reviewed by: Joe Garzaniti	Issue date: 1 st January 2016
Next Review date: 1 st January 2019	Replaces issue dated: 1st January 2013
Related Documents:	UNCONTROLLED IF PRINTED

The Vice-President is responsible for assisting the President to fulfill the Club Mission.

The **Vice-President** works directly with the President and in the execution of this role, the **Vice-President** will:

1. Perform the Role in accordance with the Club Constitution
2. Comply with the Club's Code of Conduct
3. Assist the President to fulfill the Club Mission
4. Preside as Chairperson at each Committee and General Meeting when the President is unable
5. Represent the Club at external events where the President is unable
6. Organise the Annual Gala Dinner and Presentation Night
7. Use the club's online payments system for event receipts and reporting
8. Champion membership recruitment
9. Develop club sponsors
10. Make the good of the Club the over-riding priority
11. Maintain the confidentiality of Committee business
12. Be involved in the continuous improvement process
13. Be a team player and make the good of the Club the over-riding priority
14. Listen to Club Members
15. Assist in preparing venue for Club meetings
16. Organize all guest speakers for club general meetings
17. Prepare report for bi monthly club magazine
18. Perform any other duties as may be required

Change History:

1. 01/03/2011 Draft Document presented to Committee members for finalization.
2. 05/04/2011 Document approved
3. 01/01/2013 General Review
4. 01/01/2016 General Review

Committee Member Acceptance:

Date:

Name

Signature