

## CLUB VICE PRESIDENT

- The Vice President's primary responsibility is to be prepared to assume the duties of the President in his/her absence.

### SKILL SET

- Provide leadership, motivation and direction/focus
- Sound communication skills (including public speaking) and effective management skills
- Sound financial skills (including a good understanding of financial statements)
- Working knowledge of the constitution, rules and duties of the Club/Local League/Division
- Strategic and forward thinking
- Be transparent, professional and accountable
- Sound knowledge of meeting and debate procedures



## DUTIES & RESPONSIBILITIES

- ✓ Act in a support role to the President
- ✓ In the absence of the Chairperson/President; chair meetings, attend events and make presentations
- ✓ Where required, act as liaison between the President/Chairperson and other committee members
- ✓ When required to do so, manage certain special projects for the club
- ✓ Be unbiased and impartial, give clear and concise directions and set an example for others to follow
- ✓ In the absence of the Chairperson/President, represent the Club in an appropriate and professional, positive manner in each respective situation
- ✓ Be fully informed/aware of current and future activities and be supportive throughout events
- ✓ Attend Local League/Divisional meetings alongside or instead of the President, if required to do so