

# Position Description: Vice President

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## Vice President

The Vice President is required to assist the President in leading the strategic direction and management of the organisation. This position is often the stepping-stone to becoming President and is responsible for certain strategic projects within the organisation.

## Ideal Candidate is:

- A good leader
- A good communicator
- Mediator
- Strategic thinker

## What they do

- Support the President in overseeing club activities.
- In the absence of the President, be able to step in and run committee and general meetings.
- Be available to support and provide guidance to other executive and committee members.
- Where required, act as a liaison between the President/Chairperson and other committee members.

## Desirable Skills

- Good communication and mediation skills.
- Understanding and working knowledge of the club constitution, rules, by-laws, policies and procedures.
- Sound understanding of strategic planning.
- Dedicated club person and good role model when representing the committee.

## Time Required

<insert hours> per week from <insert month> to <insert month>

