

## **Sample Role Description - Vice-President**

### **Desirable Attributes:**

- Be well informed of all organisation activities and able to provide oversight
- Be a person who can develop good relationships internally and externally
- Be willing to step in for the President where needed including chairing meetings
- Be forward thinking and committed to meeting the overall goals of the Club
- Have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- Be able to work collaboratively with other Committee Members
- Be a good listener and attuned to the interests of members and other interest groups
- Be a good role model and a positive image for the Club in representing the Committee in other forums (e.g. delegate meetings)
- Be a competent public speaker
- Be able to raise concerns with the President where they arise

### **Suggested Duties:**

1. In the event of the President being unable to fulfil his/her duties to step into that role.
2. Act as deputy chairperson for all club meetings.
3. Ensure that the club's activities are in accordance with the constitution and with the regulations of Volleyball NSW.
4. Ensure clubs procedures and documents are in order
5. Ensure action items and resolutions are carried out
6. Fulfil such other duties as the committee may request

**Share of Committee Workload: 20%**