

Position Description

Position: Vice-President

Date: June 2015

Responsibilities:

- To obtain a general understanding of meeting procedure/protocol in order to assist the President by raising points of order etc ensuring that the business of the Club is transacted in a professional and lawful manor as outlined in the Club's Constitution.
- To be committed to attending management committee and general meetings on a regular basis.
- To be available to stand in the President's absence at meetings or wherever required.
- To facilitate the meeting in accordance with the chairperson's responsibilities.
- To closely liaise, assist and support the chairperson before, during and after any club or committee meeting.
- To be readily available to liaise, assist the committee and general members when and where required.
- To provide oversight and guidance to the trip committee ensuring the objects of the Club are being achieved and that insurance requirements are met.
- Assist in meeting room set up / down.
- Be in charge of catering requirements for meetings.
- Keep in their care the PA system and associated equipment.
- To research, approach, secure and finalise the commitment of possible guest speakers.

Reporting:

- To management committee as required.

Financial Authority:

- As ratified by the Management Committee upon presentation of a proposal.
- NOTE: All expenditure is to be approved or ratified at a Management Committee Meeting prior to purchase of goods or payment of accounts.

Records:

- Nil
- All files and or work in progress is handed over to the successor (or as determined by president) when the position is vacated.