



ROLE DESCRIPTION – VICE PRESIDENT

The role of the Vice President is to shadow the President in providing leadership and responsibility for the Organisation and the Committee and to step into the President's roles where needed.

Desirable Attributes:

The Vice President should:

- 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 Organisation
- 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 Organisation in representing the Committee in other forums (e.g. local arts forums, media engagements, other organisation engagements)
- be comfortable with public speaking
- be able to raise concerns with the President where they arise

Specific duties include but are not limited to:

- in the event of the President being unable to fulfil their duties; to step into that role
- in the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively
- be an alternate signatory for the Organisation where legally and financially required
- assist the President in deciding which matters are dealt with by the Executive, the full Committee, and delegated to Committee/s
- assist in the coordination of Organisation planning to ensure appropriate plans and outcomes are developed, presented to and reviewed by the Committee, and enacted as required
- represent the Organisation at meetings and forums as agreed with by the President
- other duties as nominated by the President and / or Committee