



# Roles and Responsibilities Vice President

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The role of Vice President generally is to work closely with and support the association President. The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason.

## Responsibilities

### Knowledge

To successfully undertake the role of Vice President the role requires the person:

- To be well informed of all association activities,
- Have a good working knowledge of the association rules and by laws, policies and procedures as well as the duties of all office holders.
- Understanding of the legal and compliance obligations of running the association.

### Governance

Key governance responsibilities include ensuring the association:

- Promotes the association's culture and behaviours and continually communicates them to members.
- Ensures the association has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved.
- Ensure compliance and legislative obligations are met.
- Ensure all complaints and disputes are immediately investigated and responded to according to association's policies and procedures
- All association positions, roles and sub committees have regularly reviewed position descriptions or terms of references.
- All association activities are documented in policies and procedures or other suitable format.

### Tasks Specific to the Role

- Support the President in the exercise of his or her duties,
- Undertake the duties and responsibilities of the President if the President becomes unavailable for any reason,
- Other specific tasks as may be assigned by the committee from time to time.

## Essential Skills and Requirements

### Requirements

The Vice-President is expected to:

- Act in the best interest of the members at all times,
- Attend all Committee meetings,
- Undertake the role in good faith and honesty.
- If at any stage the President becomes aware of a personal conflict of interest, real or perceived between themselves and the association, they should immediately notify the Secretary of the conflict who will immediately inform all other committee members.

## End of Year Handover

### Updating key documents

- At the end of each year a key activity of the Vice-President will review and revise their Roles and Responsibilities document to ensure it continues to reflect the requirements of the role. The updated document must be provided to the association secretary prior to the Annual General Meeting each year.
- Review all Policies and Procedures related to the role and submit any updates for Committee approval prior to the AGM.

### Induction of the incoming Vice President

Train, mentor and support the incoming Vice President.