



Committee of Management - Position Description

VICE PRESIDENT

Appointed By:

Elected position of the Committee of Management

Qualifications and Experience:

No specific qualifications are necessary. As the position is one of support, an ability to work closely with people, in particular the President is vital.

Prime Purpose of the position:

To provide support and backup directly to the President, acting as representative in his/her absence.

General Responsibilities:

- ☺ To be aware of the Presidents responsibilities and be prepared to take these on in his/her absence.
- ☺ To provide support to the President, Committee members, Executive Officer and sub-Committeeø when needed
- ☺ To carry out all tasks as delegated by the President

Specific Duties:

- ☺ This position has no specific functions other than those directed by the President. However there is scope for the President and Vice President to share the workload of the positions between themselves. This could be by attending meetings on each otherø behalf.