# Vice President

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| --- | --- |
| **Last reviewed on:** [insert date] | **Next review date:** [insert date] |
| **Reviewed by:** [insert title of person] | **Approved by:** [insert title of person] |

The Vice President is responsible for carrying out the President’s role for [insert club name] when the President cannot fulfil his/her duties. The Vice President works collaboratively with the President in regards to the overall administration of [insert club name].

**Responsible To:** The Vice President is elected by the [insert club name] members and is accountable to the club members and club committee/board.

## **Responsibilities and Duties**

* Adhere to the mission, vision, and values of the club
* Be completely informed of the President’s role/duties in order to effectively carry those responsibilities on, as needed
* Raise any concerns with the President when they arise
* Assist in providing effective, efficient leadership for [insert club name]
* Manage committee and/or executive meetings including the annual general meeting including the associated reports, in the President’s absence
* Represent the club/group well and serve as a positive role model
* Encourage a club that is inclusive, supportive, and strengthens the community
* Assist the club committees with their duties as needed
* Collaborate with the President to ensure the planning and budgeting for the future is carried out to allow the club to be sustainable and operate in accordance with the wishes of the members

## **Knowledge and Skills Required**

* Communicates effectively
* Well informed of club activities
* Aware of and able to direct the future directions and plans of the club
* Good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
* Good relationship management with internal and external stakeholders
* A supportive leader for all club members

## **Time Commitment**

The estimated time commitment required as the Vice President of [insert club name] is [insert approximate hours] hours per week. The Vice President is appointed for a [insert length of term] term.

I have read and agree to the above position description.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_