

THE ROLE OF THE VICE PRESIDENT

The vice president should be the **'sounding board'** for the president so that ideas can be safely bounced around and challenges explored.

THE SUPPORT

THE VICE PRESIDENT IS THE ASSISTANT LEADER

The vice president's role is to assist the president and other club officers in completing their duties.

They are there to **help wherever they are needed** and take on an **important leadership role**.

KEY RESPONSIBILITIES OF THE VICE PRESIDENT INCLUDE:



SUPPORT THE PRESIDENT

Assist the president in carrying out their duties and assume the duties of the president in their absence.



DEPUTY CHAIR

Act as deputy chairperson for all club meetings.



PLANNER

Monitor the club's strategic plan, ensuring the day-to-day functions are moving it in the right direction.

Keep an eye on the 'big picture'.



POLICIES

Have a good working knowledge of the club's constitution, rules and policies.

Assist the president to drive the implementation of policy updates and good governance procedures.

Planning documents that can support the club's strategic direction are:

- Strategic and operational plans
- Succession plan
- SWOT analysis