

VICE PRESIDENT

The Vice President is the assisting leader of the club and the primary responsibility of the Vice President is to be prepared to assume the powers and duties of the President in his/her absence.

Responsible To

The Vice President is elected by the club's members and responsible for representing the views of the members.

Responsibilities and Duties

The Vice President should:

In the Presidents absence the Vice President assumes the responsibility of the President

- Manage committee and/or general meetings
- Manage the annual general meeting
- Represent the club at local, regional, state and national levels
- Attend RLGC meetings on demand
- Act as a facilitator for club activities
- Keep up to date with Government Grants
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members

Knowledge and Skills Required

Ideally the Vice President is someone who:

- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future direction and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Has an understand of RLGC operations
- Has well developed decision making skills
- Is a supportive leader for all club members

Time Commitment Required

The estimated time commitment required as the Vice President is 15 hours per week.

The Vice President is appointed for a 1 year term.