

## 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