



## **Vice President's Role Description**

The role of the Vice President is to shadow the President in providing leadership and responsibility for the Club and the Committee and to step into the President's roles where needed.

The Vice president should:

- Be well informed of all club activities, provide oversight to the Committee and work collaboratively with them.
- Able to develop good relationships internally and externally.
- Be a good listener and a role model for the club be the spokesperson for external club stakeholders.
- Be a competent public speaker
- Be forward thinking and committed to meeting the overall goals of the club
- Be willing to step in for the President where needed including chairing meetings.

The Vice president's duties include:

- Chair Committee and general club meetings, if the President is unable to meet his/her commitment.
- Be an alternate signatory for the club in all legal and financial purposes
- Represent the club at meetings and events as agreed with by the President.
- Other duties as nominated by the President and/or Committee