

 Eltham Calisthenics College Vice President Position Description	Approval Date:	April 2021
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	Version No:	01
Approved By:	Name:	Signature:
President:	Karen Beer	
Vice-President:	Danette Wilson	

Vice President

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

Desirable Attributes:

- ◆ Be well informed of all organisation activities and able to provide oversight
- ◆ Be a person who can develop good relationships internally and externally
- ◆ Be willing to step in for the President where needed including chairing meetings
- ◆ Be forward thinking and committed to meeting the overall goals of the club
- ◆ have a good working knowledge of the committee constitution, rules and duties of office bearers
- ◆ Be able to work collaboratively with other committee members
- ◆ Be a good listener and attuned to the interests of members and other interest groups
- ◆ Be a good role model and a positive image for the club
- ◆ Be a competent public speaker
- ◆ Be able to raise concerns with the President where they arise
- ◆ Demonstrate a commitment to the Child Safe Standards.

Specific duties include but are not limited to:

- ◆ In the event of the President being unable to fulfil his/her duties, Vice-President is required to step into that role.
- ◆ In the absence of the President, chair committee meetings ensuring that they are run efficiently and effectively.
- ◆ Other duties as nominated by the President and / or committee.
- ◆ Work with the President to ensure the club is compliant with the Child Safe Standards
- ◆ Coaches forward Competition results for each section and each pupil
- ◆ Organises the purchase of the girls Presents, Trophies and medals for the end of year Concert.

- ◆ Organise Service Medals
- ◆ Organising Storage of Props
- ◆ Writing up new Policies for the Club
- ◆ Updating of Club Policies