



Job Description – Vice-President

Summary

The Vice-President is the understudy to the President and backup leader of and spokesperson for the Club. It is generally accepted, but not compulsory, that the Vice-President will take on the role of President when the latter's term concludes.

Please refer to the Job Description & Duty Statement of the President (copy attached) for details of that role.

Responsible To:

The Vice-President is directly responsible to the President and members of **Workshop Camera Club**.

Responsibilities and Duties

See attached detailed statement of duties.

Knowledge and Skills Required

Ideally, the Vice-President, as understudy to the President and potential leader of the Club, is someone who:

- Has a genuine interest in voluntary committee work in general and the objectives of the Club in particular
- Is well informed about all of the organisation's activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the Club's constitution and the duties of all office holders
- Is a supportive leader for all the organisation's members
- Has the ability to make decisions based on principles rather than on personalities
- Can communicate effectively and is not afraid to stand up and speak to a crowd
- Is able to act with diplomacy, tact and discretion, particularly when conflict arises during a meeting.

Estimated Time Commitment Required

The estimated time commitment (over & above attendance at each weekly club meeting) required as the President of **Workshop Camera Club** is 5 hours per month, allocated roughly as follows:

- *Attend & chair Management Committee meetings – 4 hours*
- *Other sundry matters – 1 hours*

Term

The Vice-President is appointed for a twelve (12) month term (until the next AGM). Unlike the President's position, there is no restriction on the number of consecutive terms a member may serve as Vice-President.

Workshop Camera Club Inc.

Detailed Statement of Duties – VICE-PRESIDENT

Club Duties:

- 1) Whenever the President is absent from a general meeting, or a Management Committee meeting, the Vice-President shall preside. (See attached for details of the President's duties)
- 2) To welcome new members and visitors to the Club, and to introduce them to the facilities and activities of the Club.
- 3) Provide assistance to other members of the Management Committee, particularly the Programme and Workshop Directors.
- 4) To attend and participate in monthly Management Committee meetings.
- 5) To assist with the set-up and clean-up of the Clubrooms for each weekly meeting.

Statutory Duties:

- 1) To ensure, with the other members of the Management Committee, that the legal responsibilities of the Club, including compliance with the Associations Incorporation Act 1987, are met.