

Student Life Club Vice-President – Position Description

Objective of Role

The role of Vice President generally is to work closely with and support the club President. The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason. (In accordance with club rules)

The role of Vice President is the ideal position for those considering becoming club President in the future, as the Vice President should work closely President to support them to undertake the leadership and governance responsibilities of the club.

Responsibilities

The general role of the Vice President is too support the President, assisting them to for fill their responsibilities.

Knowledge

To successfully undertake the role of Vice President the roles requires the person:

- To be well informed of all club activities, especially those of all sub committees
- Have a good working knowledge of the club rules, RMIT policies and procedures

Governance

The Vice President will assist the President ensure the club undertakes its key governance responsibilities include ensuring the club:

- Chair Club meetings in absence of the President
- Ensure all Club procedures and documents are in order
- Ensure all Club requirements are fulfilled in the absence of the President
- Ensure reports are prepared for each meeting by the portfolio holders
- Ensure action items and resolutions are implemented or carried out
- Duties as delegated by the President
- Maintain the Club asset register
- Act as one of the check signatories for the Club bank account
- Defines and documents its club culture and behaviours these are continually communicated to members, players, coaches, supporters and volunteers
- Has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- In conjunction with Treasurer, implements strong financial controls to protect the cash and assets of the clubs.

- Ensure compliance of all obligations and the health and safety of all club participants
- Ensure all complaints and disputes are immediately investigated and responded to according to RMIT policies
- Activities are documented in operations manuals, policies and procedures
- Volunteers are trained and supported throughout the year to undertake their roles successfully

Meetings, communication and key relationships

The Vice President will:

- Assist the President to set the agenda for each committee meeting and general meeting, including the clubs annual general meeting

In the absence of the President, the Vice President will:

- Chair committee meetings
- Chair the annual general meeting
- Ensure all responsibilities of the President are undertaken

Requirements

The Vice President is expected to:

- Act in the best interest of the members at all times
- Attend all Committee members
- Undertake the role in good faith and honesty

If at any stage the Vice President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

End of year hand over

Updating key documents

At the end of each year a key activity of the Vice President will review and revise their position description to ensure it continues to reflect the requirements of the role.

Induction of the incoming Vice President

An important responsibility of outgoing Vice President is to train, mentor and support the incoming Vice President.

Essential Skills and requirements:

- Can communicate effectively
- Is well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the club
- Can oversee organisational activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the rules of the club and the duties of all office holders
- Is a supportive leader for all organisations members
- Able to chair committee or executive meetings.
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated club person.
- Hold or willing to apply for a current volunteer “working with children” check