



2016/ 2017 WAMBA Committee Position Description - Vice President

The Vice President is responsible for assisting the President to fulfil his/ her responsibilities for the governance and success of the Association.

Responsibilities:

- Attend all committee meetings.
- In the event of the President being unable to fulfil his/her duties to step into that role.
- In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively.
- Serve on the Executive Committee.
- Be an alternate signatory for the Association for legal purposes and financial purposes.
- Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to sub-committees.
- Represent the Association at meetings and forums, as agreed with by the President.
- Other duties as nominated by the President and/ or Committee.

The Vice President should:

- Be well informed of all Association activities;
- Be aware of the future directions and plans of members;
- Have a good working knowledge of the constitution, rules and the duties of all office bearers and sub-committees;
- Understand the responsibilities and commitments of the President and be able to perform these duties in the President's absence; and
- Participate as a vital part of the committee leadership.

With all the volunteer committee positions, there are statutory requirements that must be adhered to. If you are considering this role, please inform yourself of the requirements and responsibilities.