



Duty Statement: Club Vice President

The Vice President is one of four elected officer bearers for TSC. Their role is to assist the President and deputise for them if they are unable to perform their duties. While not expected (and not part of the job description), the Vice Presidency is an excellent training ground for someone who would like to step into the President role one day.

Key Duties

General oversight

- Be well-informed about club activities and operations to provide advice and guidance to others
- Have a good working knowledge of the Committee Constitution, rules and duties of the office bearers
- Provide input so that our operations are running efficiently

Meetings

- Act as Deputy Chairperson in meetings and be willing to step into the President's role if they are unable to fulfill their duties
- Work collaboratively with other Committee members and support Committee decisions
- Be willing to pitch in and help when required and act in the best interests of the Club

Representation

- Represent the Club in a positive and professional manner and actively promote the Club
- Attend external meetings in place of the President when they are unable to go
- Build good relationships within the Club – be a good listener and attuned to the interests of members
- Encourage and support the work of the Committee, office bearers and delegates

Planning/Committee work

- Be an active and positive member of the Committee willing to take on extra responsibilities when required
- Have a good partnership with the President – act as a sounding board and support their vision
- Provide input for a clear succession plan for the Club

Desirable Skills/Attributes

The Vice-President role does not require any previous experience. However, the following skills are important:

- Good communication and interpersonal skills
- Be able to develop good relationships internally and externally
- Be a good role model and present a positive image for the Club in external forums
- Energetic, capable, forward thinking and committed to the Club

Time Commitment

The Vice President doesn't have any operational responsibilities and hence doesn't require a major time commitment. You can expect to spend:

- Less than 30 minutes per week for general direction and discussion
- 1 hour per quarter attending TSC committee meetings
- Varying amounts of time for ad hoc tasks