

## Position Description



<b>Position</b>	Vice President
<b>General Summary of position</b>	
<p>The Vice President role is essentially an opportunity to have a committee position perform three critical functions;</p> <ul style="list-style-type: none"> <li>• Replace the President in the event the existing President being unable to perform their duties and/or retires from the position</li> <li>• be an alternate signatory for the club for legal purposes and financial purpose</li> <li>• Uses their background and skills to assist the committee and advise on matters from a different point of view</li> <li>• Works with the President to establishes short- and long- range objectives and goals for the club</li> </ul>	
<b>Responsibilities</b>	
<p>The vice president position is responsible for;</p> <ul style="list-style-type: none"> <li>• Supporting the President and the committee in general</li> </ul>	

Tasks			
When	What	How	Comment / Contacts
Jan			
Feb	Attends Committee Meeting		
Mar			
Apr			
May	Attends Committee Meeting		
June			
July	Attends Committee Meeting		
Aug	Attends Annual General Meeting (AGM)		
Sept			
Oct	Assists in planning Christmas Party		
Nov			
Dec			

### Specific Notes

What	Comment
None	1.

To suggest changes to this document please email the Secretary of RAMS at [secretary@rams.asn.au](mailto:secretary@rams.asn.au)