

Roles and Responsibilities

Vice President

1. Position Description

- 1.1 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.
- 1.2 The Vice President is also responsible for promotion of the association through the overall communication strategy. In this role they oversee a team managing social media, website, newsletter etc.
- 1.3 This position is a “Responsible Person” under the Australian Charities and Not-for-profits Commission Act and Regulations.

2. Responsibilities

- 2.1 **Knowledge.** To successfully undertake the role of Vice President requires the person:
 - 2.1.1 To have a good working knowledge of the Association Rules, Policies & Procedures and duties of other Management Committee members.
 - 2.1.2 Understand the legal and compliance obligations of SCRDA.
- 2.2 **Governance.** Key governance responsibilities include.
 - 2.2.1 Comply with the governance standards and duties of a responsible entity as defined in the Australian Charities and Not-for-Profits Act and Regulations.
 - 2.2.2 Ensure compliance and legislative obligations are met.
 - 2.2.3 Attend all committee meetings.
- 2.3 **Tasks specific to the role.**
 - 2.3.1 Guide the overall promotion and communication strategy including:
 - 2.3.1.1 Newsletter Co-ordination and Distribution,
 - 2.3.1.2 Social media strategy and execution,
 - 2.3.1.3 Website content,
 - 2.3.1.4 Media interaction.
 - 2.3.2 Maintaining the SCRDA Style Guide.

3. Skills and Qualities Required

- 3.1 Be a team player with good people skills being able to work with the President, Committee, communications team and outside agencies.
- 3.2 Maintain confidentiality on relevant matters.
- 3.3 Good communication skills both verbal and written.
- 3.4 An understanding of mass communication including use of the internet/web site and social media.

4. Handover

- 4.1 **Updating Key Documents.** Prior to the AGM review this Roles and Responsibilities document to ensure it continues to reflect the requirements of the role. Submit any updates for Committee approval prior to the AGM.
- 4.2 Review all Policies and Procedures related to the role and submit any updates for Committee approval prior to the AGM.

4.3 **Induction of Incoming Vice President.** Train, mentor and support the incoming Vice President.

5. Related Documents

5.1 Australian Charities and Not-for-profits Commission Regulation 2013, Division 45 – Governance Standards.