Position: Vice-Chairperson/Vice-President

## Role Statement

The vice-chairperson or vice-president role is expected to ‘shadow’ that of the Chairperson and provide back-up support to the Chair whenever this is required or necessary.

It is important for the person filling this position to have a good working knowledge of the Chairperson’s role and responsibilities.

The vice-chair is expected to be able to stand-in for the Chairperson at short notice. This includes chairing meetings of the Committee when the chairperson is unable to fulfil this responsibility.

Other than the stand-in functions, the vice-chairperson is expected to perform the roles and responsibilities of a General Committee member that includes:

* Being informed of and promoting the common purpose; shared goals; delegated responsibilities and current activities of the Committee;
* Contributing to building teamwork and developing respectful relationships;
* Providing support to the chairperson, secretary, treasurer and other committee members with specific positions, as required;
* Attending all committee meetings and actively participating in decision making;
* Bringing to the committee’s attention any opportunities for improvement and problems or issues concerning the facility or community asset;
* Undertaking tasks allocated or delegated at committee meetings as required;
* Contributing to meeting the delegated responsibilities of the Committee.