



# Albany Cycling Club



## JOB DESCRIPTION FORM

### Position Identification

Position Title	<b>Vice President</b>
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### Position Relationship

Responsible to	The Vice President is directly responsible to the Management Committee.
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### Objective

Key Objective of the Position	To provide governance and administrative support to the Committee by working in partnership with the President.
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### Key Responsibilities

#### **Governance**

1. Ensure, in partnership with the President, that the Committee always
  - Acts in line with the Club's mission and values.
  - Complies with the Act, the Club constitution and its policies and procedures.
  - Complies with its duty of care to itself and the Club members as a whole.

#### **Planning**

1. Prepare with the President and Secretary an annual plan and calendar of the Committee's workload.
2. Assist the President and Treasurer in drawing up the annual budget.

#### **Administration**

1. Work with the President and Secretary in preparing meaningful agendas for all meetings.
2. Co-ordinate the work of committees and chair sub-committees as required.
3. Assume the duties of President in line with the constitution as required.
4. Assist the President in dealing with disputes when requested.
5. In the absence of the President acts as the spokesperson for the club to the media and in other forums.

## Key Knowledge and Skills

### Knowledge

*Ideally the Vice President is someone who:*

1. Is familiar with the Club constitution, by-laws and policies, especially as they relate to the role of President and Vice President.
2. Is familiar with meeting procedures.
3. Is familiar with the annual schedule of Club activities requiring the contribution of the President and/or Vice President.

### Skills

*Ideally the Vice President is someone who:*

1. Can help the President ensure that the Committee adheres to the principles of good governance.
2. Can work with the President and Secretary to prepare an annual calendar and plan of the Committee's workload.
3. Can prepare with the President and Secretary a meaningful agenda for meetings.
4. Can tactfully help to resolve disputes.

## Handover

I have completed a handover/induction for the role of Vice President with \_\_\_\_\_ and agree to advise the new appointee on issues related to the role.

Signed..... Date.....

## Agreement

I have read and understand the requirements of the role as detailed in this job descriptions form. I will undertake the role as described to the best of my ability and accept the responsibilities and duties for the position as described on this job description form.

Signed..... Date.....