QUEENSLAND WATERSKI AND WAKEBOARDING FEDERATION INC

POSITION DESCRIPTION

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| INSERT CLUB NAME HERE |

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| LOGO |

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| VICE PRESIDENT |
| ROLE: The role of the vice-President is to be an active, engaged member of the committee and to take on and assist all committee members while providing support for the President in their position. Should the President be unavailable for any meetings, events or activities, the vice-President shall take on the role of the President. It is therefore vital that the President and vice-President have a strong relationship and are across all matters within the club. |
| The following notations to attributes, skills and experience are to be taken as a guide to assist in identifying and recruiting a suitable volunteer, however are not to be taken as a required pre-requisite |
| Attributes‘Considered as the quality or characteristic of the volunteer for the role’ | Skills‘The ability of the volunteer that comes from their knowledge, practice, training and education within to enable them to perform the role well’ | Experience‘Volunteer having personally observed, encountered or undergone practical or theoretical training in the role’ |
| * Approachable
* Trustworthy
* Honest
* Able to take responsibility
* Good communication
* Inclusive to all
* Open to diversity within the club
* Can visualise the big picture
* Is able to look ahead and guide the club forwards
* Reliable
* Punctual
* Role model
* Communicator
* Leader
* Passionate
* Committed
* Understands club culture
* Respected
 | * Broad knowledge of all operations of the club
* Able to oversee all project committees
* Carry out the role of the President in their absence
 | * Previous committee roles
* Team leader / duty manager / foreperson / operations manager experience
* Desirable accreditation as presenter /assessor
* Degree or similar in management
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| POSITION OUTLINE: As the vice-President often follows the President into their role, it is important that the vice-President has similar attributes, skills and experience as the President. However, should a volunteer be inexperienced, it is the responsibility of the President to mentor and support them as they adapt to the role. The vice-President should attend all events, activities and meetings with the President and shall be an active participant in all discussions. With a broad knowledge of the operations of the club, the vice-President will help drive the strategic and operational direction of the club. Monitoring and assisting with achieving the goals of the annual operational plan shall be a major focus of energy for the vice-President who shall work closely with all involved in various projects to improve the club. This should range from participation initiatives to infrastructure development and volunteer recruitment. By being active in these areas, the vice-President will be ideally prepared to take on the role of President in the future. |
| Daily items* Communication with President
* Attend emails as required
* Attend enquiries from members, project committee and committee members
* Support President in managing projects
 | Weekly items* Communication with various project committees
 | Monthly items* Attend committee meetings
* Attend any other meetings as required
* Chair or attend events, activities, meetings in the absence of the President
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| Annual items* Undertake succession planning for incoming vice-President
* Undertake review of policies, procedures, rules and regulations in conjunction with secretary and delegated project committee members
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Review Date: Signed:

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