

The Puckapunyal & District Neighbourhood Centre

VICE PRESIDENT

The Vice President is responsible for assisting the President with their duties and filling in as for the President in their absence with all below duties;

The Vice President is responsible for:

- ✦ Ensure in partnership with the committee, that the organisations purpose (mission) of the organisation is being followed;
- ✦ Ensure the organisation adheres to its Constitution and rules (policies & procedures are relevant and up to date);
- ✦ Sign documents on behalf of the organisation;
- ✦ Act as the link between staff and the committee;
- ✦ Resolve disputes and grievances;
- ✦ Evaluate performance of programs, events and staff; and
- ✦ Ensure all relevant information is made available to committee members.

Planning

- ✦ Produce in partnership with the committee a strategic plan for the organisation;
- ✦ Initiate projects;
- ✦ Oversee activities and projects; and
- ✦ Ensure monitoring and evaluation plans are established.

Meetings

- ✦ Chair all meetings (committee, AGM, general, special);
- ✦ Ensure regular committee meetings are organised;
- ✦ Prepare an agenda for the meeting in consultation with the Secretary ensuring sufficient information is available to all committee members;
- ✦ Determine a quorum is present in order to commence a meeting;
- ✦ Ensure all members have the opportunity to speak;
- ✦ Maintain a neutral position during discussion and decision making including forming decisions or motions and asking the meeting to vote on them;
- ✦ Keep discussion and decision making relevant and on time;
- ✦ Deliver the casting vote in the event of an equal vote (depending on the Constitution);
- ✦ Suggest appropriate procedures to deal with any difficulties in getting through agenda items if necessary; and
- ✦ Sign minutes of the previous meeting after they have been confirmed as a true record.

Financial Management

- ✦ Oversee the organisation's budget and finances;
- ✦ Oversee fundraising operations and act as the primary spokesperson for the organisation, securing sponsorships and attending fundraising functions.

✦ Personal Attributes

- ✦ Have the right motivations – clear focus on promoting and furthering the mission of the organisation
- ✦ Commitment and Engagement – devote time and energy to the role, connect with a range of staff, invest in keeping the committee abreast of developments and cultivate meaningful external relationships and networks
- ✦ Strong leadership skills with the ability to inspire people to action through influence.

Governance

- ✦ Provide leadership for the organisation;
- ✦ Represent the organisation at all levels of the community including external meetings and events;