



## **Vice - President**

### **1. Purpose**

The purpose of this role is for the Vice-President to:

- Provide advice and direction to the President and the Executive Committee so they can achieve the Association's goals and fulfil the Association's mission.
- Facilitate effective communication between the Executive Committee and any Sub Committees of the Association.

### **2. Nature and Place of Role**

- The members shall elect a President of the Association at the Annual AGM held in the month of February each year.
- Abide by the powers of the Executive Committee as outlined in section 10 of the constitution
- The role shall report to and be accountable to the members of the Association

### **3. Principle Duties and Responsibilities**

- The Vice-President of the association shall be the Chairman of any Executive or Annual General meetings at which the president is absent and shall have a deliberative and casting vote on all issues proposed for approval at that meeting.
- Should the President not be available for any meeting then they will appoint the Vice President to preside and failing that they will appoint a member of the Executive Committee who will be attending to preside
- They will be required to meet with members from time to time.
- They will be required to attend meetings with local Government representatives, council and neighbouring committees.
- They will be required to represent the association at local and other related events either with or on behalf of the President in order to promote and enhance the activities of the association.



#### 4. Delegations

- The Vice President will have the same delegated authorities as that of the President should the president not be available that include the following:
  - Approve sub committees to deal with specific issues
  - Appoint sub Committee members and managers of the sub committees
  - Appoint people to manage roles should there not be an Executive member either qualified or available for the role. The roles covered under this delegation include The Secretary, The Treasurer, The Librarian, the Newsletter Editor, The Hall Custodian/Manager and any other such roles as may be identified
- The Vice President will have the delegated authority to approve all payments.

#### 5. Hours required

- Attend eleven Executive Committee meetings each year. Approx 4 hours per month.
- Review reports and other documents as required. Approx 2 hours per month
- Attend meetings with other Associations, Council Representatives and attend events to represent the Waiatarua Community. Approx 3 hours per month
- Attend the AGM each year. Approx 5 hours

**Total hours per year are Approx 55 hours.**

#### 6. Other

As a member of the Executive Committee the Vice-President will be required to attend planning sessions, local events and other functions from time to time.