CLUB LOGO / NAME 

|  |  |
| --- | --- |
| **ROLE TITLE:** | Vice President |
| **RESPONSIBLE TO:** | President |
| **SKILLS REQUIRED:** | * **Enthusiastic** * **Well organised** * **Prepared to make a regular time commitment** * **Prepared to make instant decisions when necessary** * **Confident at some public speaking and keeping order during meetings.** |

**MAIN DUTIES:**

1. Deputise for the President when the President is unable to fulfil his duties.
2. Assist the President where possible and fulfil any delegated duties.
3. Look to fulfil President role when appropriate

**TIME COMMITMENT:** ………………………………………………………………………………………

**SIGNATURES: Vice President** …………………………………………………………………...

**Date** …………………………………………………………………...

**President**……………………………………………………………...

**Date** …………………………………………………………………...