



NSWISA Job Description – Vice President

Desirable Attributes:

The Vice President should:

- be well informed of all organisation activities and able to provide oversight
- be a person who can develop good relationships internally and externally
- be willing to step in for the President where needed including chairing meetings
- be forward thinking and committed to meeting the goals of the Association
- have a good working knowledge of the Associations Constitution, rules and duties of office bearers
- be able to work collaboratively with other Council Members
- be a good listener and attuned to the interests of members and others
- be a good role model and a positive image for the Association in representing the Committee in other forums (e.g. league delegate meetings)
- be a competent public speaker
- be able to raise concerns with the President where they arise

Specific duties include but are not limited to:

1. In the event of the President being unable to fulfil his/her duties to step into that role
2. In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively
3. Be an alternate signatory for the Association for legal purposes and financial purposes
4. Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committees
5. Coordinate Association planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required
6. Represent the Association at meetings and forums as agreed with by the Executive
7. Other duties as nominated by the President and / or Committee