

## Position Statement - Vice President

<b>Governance</b>
<i>Ensure the preparation and adoption of appropriate Board policies</i>
<b>Planning</b>
<i>Oversee [in partnership with the Board] the production of a Marketing Plan for the organisation</i>
Oversee [in partnership with the Board] the regular review and development of the Marketing Plan
Ensure that appropriate standing orders are in place
<b>Meetings</b>
With the President and the EO, prepare the agenda in advance of each Board meeting
Oversee the distribution of meeting papers before the meeting
Take minutes at each General Meeting and circulate to members of the organisation
<b>Administrative &amp; Management</b>
Serve on the Executive committee between board meetings.
Oversee the maintenance of a register of members
Oversee the procedures for the admission of new members
Oversee the procedures for the resignation of members
Oversee the procedures for the discipline, suspension and expulsion of members
Oversee the organisation of General Meetings
Receive nominations for positions on the Board
Keep under their control all books, documents and securities, and make them available to members as requested
Liaise with relevant regulators (Consumer Affairs NSW/ Not-for-Profits Commission)
Personally carry out administrative duties as assigned by the President
<b>Media and promotion</b>
<i>Ensure preparation and adoption of a Media policy</i>
Promote the organisation in the community as opportunities arise
<b>Negotiation</b>
Serve [as nominated by the Board] in negotiation with other organisations

<b>Legal</b>
Keep the Common Seal of the organisation
<b>Other duties</b>
Stand in for the President when he/she is unavailable As for Board members – see position statement

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