



Probud Club of Holland Park Inc.

VICE PRESIDENT ROLE STATEMENT

JOB DESCRIPTION AND PRIMARY DUTIES

The main role of the Vice President is to assist the President in providing leadership and direction to the Management Committee to ensure the Club embodies the true spirit of Probud - friendship, fellowship and fun.

The role of the Vice President can be summarised as follows:

1. Should be familiar with the constitution, by-laws and/or standing resolutions
2. Should understand how to chair a meeting and the protocol for motions, debate/discussions and voting. (Refer to the Rules of Debate for Meetings section of the PSPL Handbook).
3. Should work closely with the President to become familiar with the role and responsibilities of the Presidency.¹
4. Should take the opportunity to meet and greet members, guests and visiting members.
5. Chair meetings in the President's absence.
6. Deal with any presidential issues that may arise in the President's absence.
7. Assist with the duties of any Committee member in their absence or arrange an alternative assistant.
8. Assist any Committee member who has a heavy workload.