The Probus Club of Rouse Hill Inc.

Role Description – Vice President – Issue Date Feb 2026

The duties of the Vice President are as follows:

- Should be familiar with the Constitution, By-Laws/Standing Resolutions and have a copy available for reference at all meetings.
- Learn and understand the role of the President.
- Should understand how to chair a meeting and protocol for motions, debate/discussion and voting.
- Should work closely with the President to become familiar with the role and responsibilities of the Presidency.
- Should attend meetings of the Executive Committee
- Should assist any Committee Member with a heavy work load.

In the absence of the President:

- Should take over the running of the meetings.
- Should ensure that an agenda is prepared by the Secretary for each meeting and approve draft of each agenda before it is distributed to Committee members.
- Should begin and end meetings on time.
- Should take the opportunity to meet all members, guests and visiting Probus members on a fellowship basis.
- Should ensure that Committee recommendations are brought to the membership for decision/acceptance and ratification.