



JOB DESCRIPTION – CLUB VICE PRESIDENT

Responsible to: Club Executive Committee

RESPONSIBILITIES AND DUTIES

- Assume the Role of Club President when Club President is not available
- Act as effective Executive Committee member for all club matters
- Assume delegated duties given by Club President

KNOWLEDGE AND SKILLS REQUIRED

- Communicate effectively
- Well informed of the organisations activities
- Aware of future directions and plans of members
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- Maintain a policy of loyalty to the Surf Club and it's activities whilst maintaining confidentiality and respect towards members
- Have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees