

## The Assistant Leader

### The vice president is the organisation's assistant leader.

The vice president's role is to assist the president and other organisation officers in completing their duties. They are there to help where needed and take on an important leadership role. Often, the vice president may be a former or prospective next president, subject to election, and therefore might play a mentoring role or act as a shadow to the president.

### Key responsibilities of the vice president include:

#### Support the president

Assist the president in carrying out their duties and assume the duties of the president in their absence.

#### Deputy chair

Act as deputy chairperson for organisation meetings.

#### Planner

Monitor the organisation's strategic plan, ensuring the day-to-day functions are moving it in the right direction. Keep an eye on the 'big picture'.

#### Rules and policies

Have a good working knowledge of the organisation's constitution, rules and policies. Assist the president to drive the implementation of policy updates and good governance procedures.

### What does the vice president do?

Along with the responsibilities and duties of all committee members, the following roadmap shows the steps the vice president should take throughout the year.

#### At the start of the year

1. Familiarise yourself with the organisation's constitution and policies.
2. Meet with the president to learn about the strategic plan and how you can assist in keeping the organisation moving in the right direction.
3. Become familiar with the president's duties, for example chairing meetings.

Be a supportive leader. Assist other committee members where needed, listen to their ideas and help resolve conflicts that may arise. Your ability to work collaboratively and supportively will greatly contribute to the overall effectiveness of the committee.

#### During the year

1. Monitor the organisation's plans and upcoming events and ensure the organisation is moving in the right direction.
2. Provide a sounding board for the president to share ideas and challenges. Take opportunities to deliver on the key responsibilities of the president.
3. Assist the president where needed and carry out their duties in their absence, including chairing management committee meetings and general meetings.

#### At the end of the year

1. Assist the president to prepare their annual report and help prepare for the AGM.
2. Consider if you are ready and interested in the role of president, and if you are, submit a nomination to be elected.
3. Provide a handover to the incoming vice president. Give an overview of the strategic direction of the organisation and share what you've learned from your time in the role.

As vice president, your role is more than just standing in for the president when they're unavailable. You're also an integral part of the organisation's leadership team, contributing to its strategic direction and functioning.

The vice president plays a large role in supporting the president and ensuring the organisation operates smoothly. The vice president should hold attributes including dedication, leadership and a passion for the organisation's mission. Like employees, you can train for skills and knowledge, but not attributes. Therefore, a vice president should encompass a wide range of abilities, often mirroring those required for effective leadership and management roles. Here are some key skills that a vice president should have or be willing to acquire:

- Decision-making
- Communication
- Strategic thinking
- Problem-solving
- Conflict resolution
- Adaptability

