

### **Purpose**

As the Vice President, you play a vital role in supporting the club President and the committee, ensuring the overall success of the club. Your commitment to leadership and teamwork is essential.

### **Responsible To**

The President of the club/society as well as the members of the club/society.

### **Responsibilities and Duties**

- Collaborate closely with the President, providing support, and stepping in when needed to maintain a smooth operation.
- Participate in club decision-making processes and support the President in implementing club policies and plans.
- Work together with other committee members to help plan and execute club activities and events.
- In the President's absence, take the lead in club meetings and events.
- Act as a point of contact for members, encouraging participation and engagement in club activities.

### **Knowledge and Skills Required**

- Effective communication.
- Good understanding of club activities.
- A supportive and empathetic approach
- Strong organizational skills
- A collaborative mindset

### **Time Commitment**

The time commitment can vary from a half-hour to a few hours per week, depending on the club's size.

### **Term**

The Vice President is appointed for a one year term. They are elected at the AGM usually held in September or October and remain in the role until the next AGM. There may be no limit on how many years in a row that one may hold that position, but there must always be a nomination and voting at each AGM.