Example position description

**Organisation:**

**Location:**

**Role:** Board Vice President

**Classification:** Volunteer

**Conditions:** Three year term in accordance with the Constitution

**Position objective**

The organisation’s principal governing body is the Board. The powers of the Board are detailed in the constitution.

The Board operates as a Board of Governance, at a strategic level, with operational management being the responsibility of the CEO.

All Board Members are required to comply with legal duties\*, relevant legislation, financial requirements, regulations, standards, codes and the organisation policies and procedures.

\*Legal Duties include:

1. the duty to act in good faith in the best interests of the organisation and for a proper purpose
2. the duty to act with reasonable care, skill and diligence
3. the duty not to misuse information or position
4. the duty to disclose and manage conflicts of interest

For more information, visit: [Non-profit Board Member Responsibilities | Not-for-profit Law (nfplaw.org.au)](https://www.nfplaw.org.au/free-resources/who-runs-the-organisation/responsibilities-of-the-board-and-committee-members)

**Position description**

The Vice President:

* Supports the President.
* Assumes the duties and has the authority of the President (listed below) in the absence of the President:
* Directs the activities of the organisation in accordance with the legal duties of the Board, constitution, policies, and procedures to achieve its stated objectives.
* Shall be the Chairperson of the board.
* May convene special meetings of the Board and meetings of sub committees.
* Conducts regular meetings using formal meeting procedures to ensure there is effective participation and decision making so that objectives can be achieved, and the will of the majority is ascertained.
* Consults with the Board Secretary and/or CEO to set meeting agendas.
* Liaises with the Executive and Board to ensure all business of the organisation is carried out in accordance with the organisation’s constitution, policies and procedures, strategic plan, annual plan, agreements, and grant deeds.
* Is the conduit between the Board and the CEO.
* Develops an effective working relationship with all Board Members, the CEO, and mentors the CEO.
* Supports the CEO in the development of the strategic and annual plan for the organisation.
* Leads the Board in the approval of budgets and business plans for good governance.
* Leads the Board in the creation, renewal and approval of the constitution, new policies and procedures for good governance.
* Uses the annual policy review schedule to ensure the organisation’s policies, procedures and plans are upheld and updated accordingly.
* Leads the Board in the creation, review, and approval of position descriptions for the board and CEO.
* Works with the Board to conduct the annual performance appraisal for the CEO.
* Leads the Board to ensure planning and budgeting for the future is carried out in a financially responsible manner and in accordance with the wishes of the members.
* Provides and presents a Presidents Report at the Annual General Meeting.
* Ensures that the Secretary properly keeps the minutes and that a quorum is present for all meetings.
* Acts as a signatory for financial and legal matters.

**Volunteer responsibilities and expectations**

The Board represents the organisation. A Board Member’s conduct whilst performing this role will reflect upon the reputation of the organisation. Board Members are expected to follow organisational policies and procedures, including the code of conduct.

Board Members are expected to attend scheduled Board Meetings and come prepared by reading all board papers and information provided ahead of the meeting.

**The procedure to fill board vacancies is as follows:**

The Vice President must be a member of the Board who is voted in at the AGM.

**Qualifications, knowledge and skills**

* Knowledge of the organisation.
* Well-developed governance skills.
* Understanding of processes of working with not for profit organisations.
* Knowledge and experience in human resources.
* Competency of information communication technology (ICT).
* Well-developed leadership skills.
* Well-developed written, oral, and interpersonal skills with the ability to communicate effectively with a wide range of people.
* Ability to be self-motivated, positive, enthusiastic, and highly organised.
* Ability to work within the organisation policies and procedures.
* Demonstrated ability to respond appropriately to the changing needs of an organisation.