



Role Outline: Vice-President

NAME OF CLUB:	Brush Bowls Club
ROLE:	Vice-President
RESPONSIBLE TO:	Club Committee
NAME OF VOLUNTEER:	Name
START DATE: XX/XX/XX	END DATE: XX/XX/XX

The Vice-President supports the President running the club and is responsible for the running of the club in the absence of the President.

Typical Responsibilities:

- Presiding at meetings, matches and events in the absence of the president
- Ensuring the Clubs procedures and documents are in order
- Working closely with the President to understand the responsibilities of the role and prepare for a smooth transition into the role of President
- Contributing and actioning the same responsibilities as the President
- Arranging handover or succession planning for the position of Vice-President.