

# ROLES & RESPONSIBILITIES

## VICE PRESIDENT

- The key role of the Vice President is to assist the President in providing leadership and direction to the Management Committee to ensure the Club embodies the true spirit of Probus – friendship, fellowship and fun.
- Be familiar with the Constitution, by-laws and/or standing resolutions and ensure that a copy is available for reference at all meetings.
- Understand how to chair a meeting and the protocol for motions, debates, discussions and voting. Refer to the 'Rules of Debates for Meetings' section of the Probus handbook.
- Work closely with the President to become familiar with the role and responsibilities of the Presidency.
- Take the opportunity to meet and greet all members, guests and visitors.
- Chair meetings in the President's absence.
- Deal with any presidential matters in the President's absence.
- Assist with the duties of any Committee Member in their absence or arrange an alternative assistant.
- Assist any Committee Member who has a heavy workload.
- Recognise the Club's Succession Plan in that the Vice President assumes the position of President the following year.
- Before vacating office, brief the incoming Vice President on the role of the Vice President and hand over all records, documents and any outstanding matters.
- Attend the monthly Committee Meeting