

Vice President

POSITION DESCRIPTION 2021

1. Have a good understanding of the responsibilities of the President as this role is seen as a training ground for a future leader with the deputy normally taking over when the President's term expires or when he steps down.
2. To assume a greater understanding of the responsibilities undertaken by each Committee member.
3. Take on the responsibilities of the President when the President is unavailable.
4. To have regular contact with the President to ensure that the VP is across appropriate issues.
5. Attend Committee meetings as required.
6. Take responsibility for hosting Thursday Night selection dinners.
7. To be available to perform the duties of a member of the Committee Executive to assist with administrative decisions between Committee meetings in particular.
8. Take a stocktake of existing hard board signs and current arrangements payment/ term / contra and be responsible for then management of this function including:
 - .Establish and issue invoices for renewals where appropriate cc Treasurer
 - Follow up payment having access to the Club Bank ac to check payments.
 - Liaise with Graphic Image Rosebud, or other preferred supplier of signs.
 - Ensure that signs are cleaned and maintained.
 - Set up & maintain data base with all appropriate information.
 - Recommend and source new hard board sponsors.

- Ensure hard board sponsor logos are placed on sponsors rotating images through Club House screens.