



ROLE DESCRIPTION

VICE PRESIDENT

The main role of the Vice President is to assist the President in providing leadership and direction to the Management Committee to ensure their Club embodies the true spirit of Probus - friendship, fellowship and fun. The role of the Vice President can be summarised as follows:

- 1 Be familiar with the constitution, by-laws and/or standing resolutions and have a copy available for reference at all meetings.
- 2 Understand how to chair a meeting and the protocol for motions, debate/discussions and voting.
- 3 Work closely with the President to become familiar with the role and responsibilities of the Presidency.
- 4 Take the opportunity to meet and greet all members, guests and visiting members.
- 5 Chair meetings in the President's absence.
- 6 Deal with any presidential issues that may arise in the President's absence.
- 7 Assist with the duties of any Committee member in their absence or arranges an alternative assistant.
- 8 Assist any Committee member who has a heavy workload.
- 9 Organise the ice breaker at General Meetings.
- 10 Introduce and thank the Guest Speaker at General Meetings.

A Club, by resolution of members may, in accordance with its constitution, by-laws and/or standing resolutions, consider the option to elect a Senior and Junior Vice President as part of the Club's succession plan. A Club, by resolution of members, may further consider the option to create a by-law and/or standing resolution establishing a protocol for the Vice (or Senior Vice) President to be President Elect for the ensuing year.