

Position Description:

Vice President



Job Overview	
Job Title:	Vice President
Club:	INSERT CLUB NAME HERE
Responsible to:	The Vice President reports to the club members and responsible for representing the views of the club members.
Position Description:	The Vice Presidents role is to support the President and the committee and generally promote the aims and objectives of the pony club movement.
Responsibilities and Duties:	
	<ul style="list-style-type: none"> • Preside over meetings in the absence of the president • Provide support to the President • Act as a facilitator for club activities • Assist other committee members in their duties as required
Knowledge and Skills Required:	
	<ul style="list-style-type: none"> • Can communicate effectively • Is well informed of all organisation activities • Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees • Is a supportive leader for all organisations members
Working Conditions	
Period of appointment:	1 year
Time commitment	1-2 hours per week

I have read and understood the conditions of this position, including the Code of Conduct guidelines and accept the position as described.

Signed: _____

Date: ____/____/____

Approved: _____

Date: ____/____/____

Approved: _____

Date: ____/____/____