

CROQUET ASSOCIATION QUEENSLAND

POSITION DESCRIPTION

VICE-PRESIDENT

General Expectations

This is a volunteer position and is not subject to regulated employment entitlements

The Vice-President is an elected office bearer of the CAQ Management Committee (MC) and is elected every year. The term of office is a maximum period of three (3) consecutive years at the end of which he or she is not entitled to re-nominate for the position for two(2) years.

If both the President and Vice-President retire on the same date the term of one of them may be extended for one (1) year.

The Vice-President, as all other MC members, may have one vote(1) on any question put before the meeting.

He/she will at all times consider MC business politely and with consideration for others, without ill feeling, improper bias, or personal animosity. He or she will at all times observe the Association's Constitution, By-laws and policies as set out in relevant documents.

Prior to attending all MC meetings and where MC papers are circulated in advance of the meeting, will read the papers, and consider the issues before the meeting.

In accordance with MC guidelines, ensure relevant forms and receipts are provided for payment of expenses incurred on behalf of Croquet Queensland. All books, documents, equipment, or property of CAQ will be returned at the end of tenure.

The Vice-President will provide a helpful briefing for the incoming person when the position is vacated.

VICE-PRESIDENT'S CORE DUTIES

MC duties

- Acts as President in the absence of the President
- Assists the President and carries out any duties delegated by the President
- May be requested by MC to oversee specific portfolios
- Supports the President to provide leadership to the organisation

Duties to other CAQ Officers

- May ex-officio attend any meeting of a CAQ sub-committee in an advisory capacity but has no vote.

I acknowledge that I have received a copy of this position description.

Name

Signature

Date

Witness