

## **DEPUTY PRESIDENT**

**Responsible to:** Executive & Management Committees

### **RESPONSIBILITIES AND DUTIES**

- Assist the President in the execution of their duties as directed by the President
- Exercise President's role in the absence of the President or if they are unwilling to act
- Develop skills/attributes and understanding of the President role (succession planning)
- Chair the Life Membership sub committee meetings as and when required

### **KNOWLEDGE AND SKILLS REQUIRED**

- Communicate effectively
- Well informed of the organisations activities
- Aware of future directions and plans of members
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- Maintain a policy of loyalty to the Surf Club and it's activities whilst maintaining confidentiality and respect towards members
- Maintain effective and efficient administration
- Have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Must be a supportive leader for all organisations members
- Have a good knowledge of organisational governance