



## Gallipoli Barracks Community Centre

### TERMS OF AGREEMENT FOR VICE PRESIDENT

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**(Name of Vice President)**

I agree as the President of this not-for-profit organisation I have overall responsibility for all aspects of the incorporation's business. The Vice President is responsible for assisting the President with their duties and filling in as the President, in their absence.

I am also responsible to carry out the duties of the President, when they are unable to do so as listed below:

#### **Governance**

- Provide leadership for the organisation;
- Represent the organisation at all levels of the community including external meetings and events;
- Ensure in partnership with the committee, that the organisations purpose (mission) of the organisation is being followed;
- Ensure the organisation adheres to its Constitution and rules (policies & procedures are relevant and up to date);
- Sign documents on behalf of the organisation;
- Act as the link between staff and the committee;
- Resolve disputes and grievances;
- Evaluate performance of programs, events and staff; and
- Ensure all relevant information is made available to committee members.

#### **Planning**

- Produce in partnership with the committee a strategic plan for the organisation;
- Initiate projects;
- Oversee activities and projects; and
- Ensure monitoring and evaluation plans are established.

#### **Meetings**

- Chair all meetings (committee, AGM, general, special);
- Ensure regular committee meetings are organised;
- Prepare an agenda for the meeting in consultation with the Secretary ensuring sufficient information is available to all committee members;
- Determine a quorum is present in order to commence a meeting;
- Ensure all members have the opportunity to speak;
- Maintain a neutral position during discussion and decision making including forming decisions or motions and asking the meeting to vote on them;
- Keep discussion and decision making relevant and on time;
- Deliver the casting vote in the event of an equal vote;
- Suggest appropriate procedures to deal with any difficulties in getting through agenda items if necessary; and
- Sign minutes of the previous meeting after they have been confirmed as a true record.

**Financial Management**

- Oversee the organisation's budget and finances; and
- Oversee fundraising operations and act as the primary spokesperson for the organisation, securing sponsorships and attending fundraising functions

**Other**

- I am fully committed and dedicated to the purpose, vision and objectives of the organisation;
- I will devote time and energy to the role, connect with a range of staff, invest in keeping the committee abreast of developments and cultivate meaningful external relationships and networks;
- If I am unable to attend any meeting, I agree to give the maximum notice possible;
- In the event that I must resign, I agree to give notice in writing to the committee; and
- I am aware that I can be expelled from the management committee should I not be compliant in accordance with the Constitution.

**Declaration**

- I have read, understand and agree to abide by the terms of this agreement;
- I have a statutory duty to safeguard the organisation's interests; and
- I will carry out my role to the best of my ability.

<b>Signature:</b>	<b>Date:</b>
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