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| Graphical user interface  Description automatically generated | | Vice President - PD | | | |
| Position Description | | | |
| Document No: | POS-009 | Revision No: | 1.0 | Effective Date: | 25/10/202310 |

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| **Role Title:** | Vice President | **Organisational Team:** | Management Board |
| **Position Hours:** | Approx. 10 hr per month | **Remuneration:** | Volunteer role |

# Position Summary

The Vice President will work closely with the President in focusing on the core functions of Coastal Dry Tropics Landcare Incorporated (CDTLI) to enable it to achieve its long-term vision. The Vice President will support the President in ensuring that the organisation ’s operations, fundraising, marketing and program strategies are effectively managed and implemented.

The Vice President will be familiar with CDTLI information so when approached by members / community can give the correct advice. This information includes but is not limited to name / location of Landcare sites; current projects; mission, vision and strategic goals; group resources and educational material; scheduled events.

# Roles and Responsibilities

1. Review and understand the organisation’s articles of incorporation, its constitution, policies and procedures, financial and legal situation, and strategic plan.
2. Assume the responsibilities of the Presidents role if the position is vacant or the President is unable to fulfil the role for a period greater than one (1) month.
3. Effectively Chair meetings of the CDTLI Board and its members.
4. Assist the President to ensure the CDTLI Board, staff and lead volunteers adhere to the organisations constitution and Policies and Procedures.
5. Provide leadership to the CDTLI Board.
6. Guide the CDTLI Board activities to be focused on the organisation’s Vision and Mission.
7. Act as a signatory for the organisations Bank Accounts and other documents such as contracts and grant applications.
8. Work with the Project Officer to support CDTLI volunteer and fundraising activities.
9. Assist the President to prepare and present a report for the Annual General Meeting and monthly reports for the board.
10. Promote the organisation’s purpose within the community.
11. Cultivate a strong and transparent working relationship within the organisation and build strategies for open and clear communications.
12. Must be discreet and maintain confidentiality on relevant matters.

# Financial Delegation

* The Vice President can authorise / expend up to $5000 of CDTLI funding for CDTLI operations and projects with approval from one other board member.
* Any expense over $5000 requires the submission of at least two quotes to the board for a full vote and approval.

# Preferred Skills

Commitment to enacting effective leadership and collaboration with others.

Ability and willingness to:

* work independently and manage time effectively.
* work as part of a team.
* pay attention to detail and maintain accurate records.
* maintain confidentiality.
* demonstrate outstanding leadership.
* listen, communicate and seek input from others.
* handle difficult situations or conflict if these arise.