

Position Description – Vice President



Length of Term: Two Years

Mission:

"In partnership with our clubs, support, encourage and grow golf in an enjoyable environment"

Vision:

"To be engaging and supporting leaders to the WDGA member clubs."

Purpose

The Vice President is primarily responsible for providing support to the President in ensuring the association sets and meets its goals and objectives, is administered according to the Association Rules and completes all legal and compliance obligations.

Key Roles & Responsibilities

Compliance

- To gain a strong understanding of the legal and compliance obligations of running the association
- Have a good working knowledge of the constitution, rules and by laws, policies and procedures as well as the duties of all office holders.
- Ensure that relevant Risk Management, Safety, and Member Protection policies and procedures are followed accordingly.

Strategy and Policy

- To be involved in development and monitoring the Associations Strategic Plan
- To work in conjunction with president and Treasurer in development of Grants and Submissions.

Accountability

- To work closely with the President in preparation of fulfilling his/her duties for that role.
- In the absence of the President, chair committee meetings ensuring that they are run efficiently and effectively.
- Assist the President in deciding which matters are dealt with by the executive, the full committee and delegated to subcommittees.
- Coordinate Association planning to ensure appropriate plans are developed, presented to and reviewed by the committee, and enacted as required.
- Represent the Association at meetings and forums as agreed with by the President.
- To assist in recruitment of volunteers for the positions on WDGA Committee
- Other duties as nominated by the President and/or committee.

Document Management

- ❑ At the end of each year a key activity of the Vice President will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure it they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the Secretary prior to the Annual General Meeting each year.

Essential Skills & Requirements

- ❑ Able to chair Association committee or executive meetings.

Related Documents:

1. WDGA Code of Conduct
2. WDGA Committee Charter
3. WDGA Strategic Plan

Approved WDGA Executive: June 2nd 2020:
Review Date: June 2022