



www.lnjsa.com

Job Title: Vice President

The role of the LNJSJA Vice President is to shadow the President in providing leadership and responsibility for the organisation and the Committee and to step into the President's roles where needed. It is often considered that the Vice President will succeed the President and that this role is in preparation.

The LNJSJA Vice President is supported in his/her role by LNJSJA President and LNJSJA Secretary, who together with the LNJSJA President, LNJSJA Treasurer and LNJSJA Secretary form the LNJSJA Executive Committee.

Key Responsibilities & Duties:

- In the event of the President being unable to fulfil his/her duties, to step into that role
- In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively (usually monthly during the season and bi-monthly during the off-season).
- Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committees
- Represent the Association at meetings and forums as agreed with by the President
- Other duties as nominated by the President and / or Committee
- Along with the Association's President, Secretary and Treasurer, form the Association's Executive committee.

Desirable Attributes:

The Vice-President should:

- be well informed of all Association activities and able to provide oversight
- be a person who can develop good relationships internally and externally
- be willing to step in for the President where needed including chairing meetings
- be forward thinking and committed to meeting the overall goals of the Association
- have a good working knowledge of the Association's Constitution, By-Laws and other policies
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of Association's clubs and members
- be a good role model and a positive image for the Association in representing the Committee in other forums
- be able to raise concerns with the President where they arise
- be a competent public speaker



www.lnjsa.com

End of year hand over

Updating key documents

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 LNJSA Secretary prior to the Annual General Meeting each year.

Induction of the incoming Vice-President

An important responsibility of outgoing Vice-President is to train, mentor and support the incoming Vice-President.

This 'handover' period typically would be during the two months following the end of the season (31st October).

Travel Remuneration:

Remuneration for travelling expenses as a result of attending meetings is available through negotiation with the LNJSA committee and dependent on the Vice-President's personal circumstance i.e. home location.

Remuneration:

This position attracts a one-off payment which will be paid following approval by the LNJSA Committee before the end of the Financial year (ie. 31st October).