**Vice – President/Chair** *(whichever reflects your constitution wording)*

**Role Description**

**CoM Title:**  Vice – President/Chair

**Responsible to:** President - Chair/Directors/Stakeholders

**Liaises with:** All CoM members, Manager/Coordinator, Staff *(where applicable)*

**Location:** Organisation address

**Time Fraction:** Not applicable

**Employment Mode:** Volunteer

**About the Organisation**

Insert org name is a community based not-for-profit Learn Local Adult Education Centre and Neighbourhood House (NH) which has been offering many different activities and classes for members of the community for (00?) years.

This welcoming, friendly and professional NH provides activities that focus on adult education, in particular eg; *English, Literacy and introductory level information technology courses.* The Centre/House is very supportive of learners of all ages from culturally and linguistically diverse (CALD) backgrounds and also provides eg; *Occasional Childcare and After School Tutoring programs.*

Insert org name is a Child Safe organisation. (See below for an abbreviated version of our Child Safety Statement).

**About the Role**

The Vice President/Chair is responsible for supporting the President/Chair and for taking over the position of President/Chair in the absence of the President/Chair. If the President/Chair requires leave of absence, the Vice President/Chair will assume the roles and responsibilities of the President/Chair.

## Key Selection Criteria

* A successful track record of managing complex stakeholder expectations and relationships
* Demonstrated experience in company governance, especially as a Director
* Relevant experience at a senior level in business, academic, government, the community or a profession.

## Duties and Responsibilities

* Actively promote Insert org name within the wider community
* Assist the President/Chair to coordinate the Committee in developing and initiating organisational strategy
* Assume the role and responsibilities of the President/Chair in the President/Chair’s absence
* Assist the President/Chair to ensure the Directors fulfil their roles and responsibilities
* Ensure the ongoing development of the skills and knowledge of the Committee
* Assist the Committee with the succession of the position of President/Chair
* Assist the President/Chair to ensure effective communications with stakeholders on progress towards organisational goals
* Assist the President/Chair in ensuring that all legal requirements are met
* Assist the President/Chair with networking roles in the wider community
* As for ordinary Committee members
* Undertake successful checks of the following:
* National Criminal Police Check
* Working with Children Check (WWCC)
* Banned and Disqualified Check
* National Personal Insolvency Check

The above checks will be undertaken on your behalf by the House. *Some of these checks will not be relevant to some houses.*

**Child Safety**

*This is mandatory if you are a required by law to declare your organisation as being Child safe eg; run a Childcare service or services that deal directly with minors.*

Children and young people engaging with insert org name are entitled to a safe and supportive environment. Insert org name staff, contractors and volunteers must adhere to insert org name Child Safe Policy at all times and uphold insert org name Statement of Commitment to child safety at all times.

The Statement of Commitment can be found on our website: [*insert*](http://www.lalorllc.vic.edu.au) *website address* also placed in several visible locations throughout the *organisation* site.

*The above statement is an example excerpt from a more comprehensive Childsafe Statement required by law where applicable. There are many websites that offer complete examples of acceptable Childsafe Statements for this purpose.*

Signed……………………………………….. Date………/………/……………