

## **ROLE DESCRIPTION: Committee Vice-President**

➤ **RESPONSIBLE TO**

President

➤ **CHAPTER COMMITTEE REQUIREMENT**

Essential

➤ **SUMMARY DESCRIPTION**

The role of the Vice-President is to support the President and the Committee in ensuring the smooth functioning of the Chapter/Committee. The Vice-President serves as the understudy to the President and assists in managing the Chapter. They may focus their attention on a specific portfolio.

The Vice-President deputises for the President in all areas of the President's responsibility in effectively managing the Chapter, including chairing the committee meetings in the President's absence. As such during extended absences, the Vice-President may be required to provide the principal leadership to the FEW Management Committee, take on overall responsibility for overseeing the direction and activities of FEW consistent with the interests of members and QUT, facilitate the development, implementation and achievement of Chapter goals and objectives in line with those of QUT, and work with the Committee to prioritise its goals.

Ultimately, the President is accountable for the management and operation of the Chapter however in their absence this responsibility will fall to the Vice-President.

➤ **TERM**

Minimum 1 term (2 years). Maximum 3 terms (6 years).

➤ **MAIN DUTIES AND RESPONSIBILITIES**

1. Commitment to making a contribution to, and delivering for, the FEW Management Committee and the Chapter's objectives, with effort to attend all Committee meetings.
2. Ensure the Chapter operates in a manner consistent with the Chapter Rules and QUT objectives and protocols.
3. Support the President to lead the development of annual goals and action plans for the chapter with the Committee, and the continued progress of the Chapter towards its objectives.
4. In the President's absence:
  - Chair committee meetings and the annual general meeting ensuring that they are run efficiently and effectively and sign meeting minutes after they have been accepted by the Committee.

- Ensure meetings of the Management Committee are held, and, with inherence to a quorum, and develop the Committee meeting agenda with the Secretary.
  - Ensure follow-up action from meetings is progressed/completed.
  - Ensure that Committee members have an opportunity to speak, and preserve order throughout meetings.
5. As required by the President, work with the Treasurer to understand the financial position of the Chapter and ensure that FEW operates within its budget.
  6. Support the President to ensure succession planning is implemented to maintain the necessary skills required within the Committee members.
  7. As directed support the President to mentor the Committee members in their role, to ensure that they are achieving their goals and provide additional support as required to optimise their contribution.
  8. As a FEW Management Committee member, contribute to the development and achievement of FEW's annual strategic planning activities.
  9. Any other duties as requested by the President commensurate with the scope of FEW and QUT's objectives.

➤ **QUALIFICATIONS AND EXPERIENCE**

**Essential**

1. Must be a currently enrolled female postgraduate student or female postgraduate of the QUT Business School (FEW Full Member).
2. Demonstrated leadership and management skills.
3. Excellent organisational and time management skills.

**Desirable**

1. Prior service on the Chapter Committee in another role — preferably minimum of 12 months.
2. Attendance at volunteer leadership training and activities run by the Alumni Office.
3. Experience with leading teams or volunteers.
4. Previous experience working on a Committee or in volunteer leadership role.

➤ **DESIRABLE ATTRIBUTES**

1. Confident, professional and articulate with strong interpersonal and communication skills
2. Enthusiastic, self-motivated and proactive mindset
3. Consultative and approachable with strong listening skills
4. Reliable and trustworthy with a positive team player attitude
5. Commitment to high quality outcomes and meeting the goals of the Chapter and Committee
6. Strategic and forward thinking

7. Ability to use judgement, initiative and common sense while performing duties.
8. Ability to be self-directed and work independently
9. Ability to develop positive relationships internally and externally
10. Competent public speaker

➤ **OTHER REQUIREMENTS**

- Only one person can hold the role of Vice-President at any one time.
- Agreement to Code of Conduct requirements and sign the data confidentiality form.
- Encouraged to participate in FEW events and other Alumni and QUT events where requested.
- The Vice-President should:
  - be well informed of all Chapter and Committee activities and be able to provide oversight;
  - be able to bring objectivity to meetings;
  - be willing to step in for the President where needed including chairing meetings
  - develop a good working knowledge of the Chapter Rules and duties of Committee member
  - demonstrate a willingness to adhere to all Committee policies and relevant requirements of the position;
  - be a good role model and present a positive image for the Chapter/Committee, particularly where representing the Committee in other forums;
  - be attuned to the interests of members;
  - maintain confidentiality on relevant matters; and
  - be able to raise concerns with the President where they arise.

➤ **TIME COMMITMENT**

It is anticipated that the Committee Vice-President role requires an estimated commitment of 8 - 10 hours per month however this may vary in order to meet the Chapter's and Committee's needs. An increase is to be expected particularly during times when the President is absent and around the time of the AGM.

**ROLE DESCRIPTION REVIEW**

Created:	October 2019
Review frequency:	Prior to the 2019 AGM and then Annually
Next review:	October 2020