



**ROLE OVERVIEW: VICE-PRESIDENT**

<b>GOVERNANCE</b>	<ul style="list-style-type: none"><li>• Model best practices at the board meeting including active consideration, debate and voting on issues before the Board on the basis of the best interests of the organisation</li><li>• Comply with the rules, policies, and standing orders of the organisation</li><li>• Assume the role of the President in their absence or as delegated</li></ul>
<b>PLANNING</b>	<ul style="list-style-type: none"><li>• Produce [in partnership with the Board] a Strategic Plan for the organisation</li><li>• Ensure [in partnership with the Board] the review of the organisation’s Strategic Plan, and other consequential documents (Business Plan, Communication Plan, etc.)</li></ul>
<b>MEETINGS</b>	<ul style="list-style-type: none"><li>• Where Board papers are circulated in advance of the Board meeting, read papers and consider issues before the meeting</li><li>• Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate</li></ul>
<b>ADMINISTRATIVE AND MANAGEMENT</b>	<ul style="list-style-type: none"><li>• Serve on the Executive Committee between Board meetings</li><li>• Serve on Board committees as required</li><li>• Undertake administrative support duties as required</li><li>• Participate in succession planning activities for the President’s role</li></ul>
<b>MEDIA</b>	<ul style="list-style-type: none"><li>• Make comments to the media only as appropriate in the organisation’s Media and Social Media Policy</li></ul>
<b>LEGAL AND ETHICS</b>	<ul style="list-style-type: none"><li>• Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation</li><li>• Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation</li><li>• At all times conduct Board business politely and with consideration for others, without ill feeling, improper bias, or personal animus</li><li>• Adhere to Living Positive Victoria’s Code of Ethics</li></ul>