

ORIENTEERING TASMANIA (Inc.)

POSITION DESCRIPTION

VICE PRESIDENTS

General responsibilities.

The Vice Presidents shall:

- participate fully in the management of the affairs of OT as members of the Board of Management;
- keep the Executive informed of issues of concern;
- fulfil legal and other requirements of the Vice Presidents as set out in the OT Constitution, and under the *Associations Incorporation Act 1964* and Regulations including the *Associations Incorporation (Model Rules) Regulations 1997*.

Executive responsibilities.

With other Executive members, provide leadership and guidance to the Board and be responsible for ensuring that the purposes of OT are met.

In the period between successive meetings of the Board, the Executive —

- (a) may, subject to the Constitution and any decision of the Board, exercise all such powers and functions as may be exercised by OT, other than those powers and functions that are required by these rules to be exercised by a general meeting; and
- (b) subject to the Constitution, has power to perform all such acts and things as appear to the Executive to be necessary or desirable for the proper management of the business and affairs of OT, and shall give a full account of such activities to each meeting of the Board.

Individual responsibilities.

- Undertake one or more of the major ongoing tasks of the Board, and any particular initiatives as agreed by the Board.
- In the absence of the President, chair meetings of the Board or general meetings of OT.
- Deputise for the President as required by attending meetings, making presentations, etc.
- Develop a knowledge and understanding of the administration of orienteering in Tasmania to support the Board.
- Assist in the drafting and review of policy statements and procedural instructions prior to their addition to the website and manual.
- Co-ordinate the presentation of awards and trophies, including:
 - Maintaining records of past awards.
 - Maintaining records of where perpetual trophies are.
 - Obtaining and tallying votes for the vice president's award.
 - Co-ordinating the organisation of an annual presentation evening.
- Other tasks as agreed by the Board.

Approved OT Executive July 2003