

BMW Motorcycle Club Policy Document



Policy Name **Role Description – Vice President**

Initiated By

Document Owner(s)	
BMW Motorcycle Club Board	

Policy Version Control

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1	July 2017	G. Williams	Document created
2	January 2020	D. Ross	Document updated

The Vice President is responsible for assisting the President to fulfil his/her responsibilities for the governance and success of the club. This may mean chairing meetings at short notice. The Vice President role is commonly regarded as preparation for the next President. At times the Vice President will need to work with the President to help him/her understand concerns and alternative points of view within the club.

Desirable Attributes:

The Vice President is:

- well informed of all organisation activities and able to provide oversight
- a person who can develop good relationships internally and externally
- willing to step in for the President where needed, including chairing meetings
- forward thinking and committed to meeting the overall goals of the Club
- competent in his/her knowledge of the Constitution, rules and duties of office bearers
- able to work collaboratively with other Board Members
- a good listener and attuned to the interests of members and other interest groups
- a good role model and a positive image for the Club in representing the Board in other forums
- a competent public speaker
- able to raise concerns with the President where they arise

Specific duties include but are not limited to:

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- In the event of the President being unable to fulfil their duties, to step into that role
- In the absence of the President, chair Board meetings ensuring that they are run efficiently and effectively
- Be an alternate signatory for the Club for legal purposes and financial purposes
- Assist the President in deciding which matters are dealt with by the Board

- Coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the Board, and enacted as required
- Represent the Club at meetings and forums as agreed with by the President
- Other duties as nominated by the President and/or Board