**POSITION TITLE:** Vice-Chair

**TERM:** Elected Position. One year with a maximum of two consecutive terms

**APPROVAL:** 06 Aug 2018  
**LATEST REVISION:** 05 Nov 2018

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**Outline**

The Vice-Chair is a member of the Section Executive Committee (Chair, Vice-Chair, Treasurer and Secretary) and is responsible for general administration in the Section.

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**ACTIVITIES**

January
- Meet with the Section Executive to plan the year’s activities and the Chair’s overall agenda.

February – November, monthly
- Step in to the role of Chair when the Chair is unavailable for Section and Australia Council meetings
- Manage vTools reporting for the section (providing reports on activities held and ensuring all activities reported and recorded)