

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

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.

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)