

Job Description

Vice President

*All decision-making to be spread amongst the five nominated Executive Members (five separate portfolios).
Incorporating the mixed skills, expertise and locality.*

Work together as a team, sharing and supporting each other.

1.0 General

- a) The Vice President assists the President and liaises with fellow Executive
- b) The Vice President will carry out duties as assigned at various times by the President and Executive.
- c) The Vice President agrees to attend all meetings where possible

2.0 Executive Meetings

- a) To arrange accommodation and liaise with the Executive with travel arrangements.
- b) To provide a Vice President report for each meeting which details the progress of the requirements of the role.

3.0 Annual General Meeting

- a) Liaise with the committee to organize the NZ AGM.
- b) Liaise with NZ Treasurer as to the booking of venue, accommodation/travel and AGM meeting requirements - (Refreshments, meals and equipment required).

4.0 Junior and Senior National Competitions

- a) Liaise with Host Clubs, Executive Committee and Officials etc.as required to ensure successful organization of the above competitions.
- b) Liaise with Executive to discuss, approve and book accommodation/travel for Executive and Officials.
- c) To organize the evening meals for Officials on the Saturday and Sunday evening of the event.

Prepared by Karen Birch
Vice President 2021
NZARRA Inc.