

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) For the Annual General Meeting each year the Vice President arranges accommodation for all the Executive members, arranges the conference room and meals for all delegates.
- c) Liaise with the committee 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.

Executive members need to be available to help on the weekend as and where required as an official.

Decision to dance at nationals is at the discretion and agreement of the Executive and as per the instructions in Rule Book A Section 1.14.

**Prepared by Karen Birch
Vice President 2021
NZARRA Inc.**

**Updated by Neva Zainey
Secretary
NZARRA Inc
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