



ACT Walking for Pleasure Inc.

RESPONSIBILITIES AND GUIDANCE FOR VICE PRESIDENT

The Vice President (VP) is an elected (volunteer) office bearer of ACT Walking for Pleasure Inc. (the Club), and is primarily a conduit for the transfer of information between the committee and the walk coordinators. The VP also assists the President as and when required. When the President is absent, the VP takes over the duties of the President.

The VP is responsible for:

The transfer of information between the committee and the walk coordinators.

Maintenance of the walk participation statistics.

Assistance to the President as and when needed.

The VP is responsible to the President.

Primary duties and responsibilities:

- Representing the views and concerns of the walk coordinators.
- Providing feedback to the walk coordinators from the committee.
- Maintaining the quarterly walk statistics.
- Providing the statistics to the committee.
- Providing an information sheet to the walk coordinators on a regular basis and as required.
- Distributing additional copies of *The Capital Wanderer* to coordinators.
- Assisting and deputizing for the President as required.

Knowledge and skills required:

Ideally the VP is someone who:

- Can communicate effectively, both orally and in writing, and who has good interpersonal skills.
- Is positive and enthusiastic about the Club and its varied activities and who participates on a regular basis.
- Is well organized.
- Has a fair level of computing skills.
- Can integrate and work with the committee for the overall benefit of the Club.

Estimated time commitment required:

Approximately 1–2 hours per week for general duties.

Approximately 2.5 hours per quarter for a committee meeting.

The Vice President is elected for a 1-year term by the general membership. He or she may not remain in that role for more than 3 years.

This information is correct as at September 2018.