



What exactly does the Vice-President do and what skills do I need?

WACSSO

# P&C Vice-President

## Role Description

The Vice-President is the principal contact between the P&C and WACSSO, while also being the understudy for the President. Ready to step in at any time, it is important that the Vice-President understands the role of the President, plus all the Constitutional obligations of the P&C. WACSSO distributes information to P&Cs regularly throughout the year, and it is up to the Vice President to ensure this information is presented at meetings or circulated to members as applicable.

### Understudy to the President

The main responsibility of the P&C Vice President is to act as an understudy to the President. At various times, you may actually be required to step into that role. This is particularly true if the President is unable to Chair meetings. The President may also choose to delegate certain responsibilities to the Vice-President.

### WACSSO Liaison

As the WACSSO Liaison, the Vice President acts as the link between the P&C and WACSSO. This will mean regular monitoring and sharing of WACSSO Facebook posts on the P&C Facebook page where possible and relevant. The Vice-President should also regularly check the WACSSO website and share information with their P&C on WACSSO Conference, available training sessions and updates to publications as relevant. As the primary contact, the Vice-President will automatically receive all regular WACSSO communications, which should be circulated at meetings. You will also be the main contact for your WACSSO State Councillor.

### Build relationships

The Vice-President is encouraged to foster relationships with neighbouring or like-minded P&Cs and community groups.

### Understand the Constitution

As the Vice-President may be required to step in for the President at any time, they need to have a full understanding of the P&C Constitution plus all the policies and procedures relevant to their P&C.

### Accounts Signatory

You have the right and responsibility to sign cheques, documents and conduct and authorise EFT transactions for the P&C. This is not a duty or privilege that can be delegated to any other person and one that must be protected as it gives access to P&C finances.

### Additional roles

Your P&C may have additional roles (such as Publicity Officer or Events Officer) that the Vice-President takes in in addition to their Officer Bearer role.

### Volunteer and Member Coordinator

If the P&C wants to attract more members and helpers, it is a good idea to have a dedicated Volunteer and Member Coordinator whose major responsibility is to make sure volunteers and members are attracted and retained. This role typically falls to the Vice-President.