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**How to ….. be a Vice President**

This guide is to help you identify the key roles & responsibilities of your committee. In order to have a successful committee it is important you understand what is expected of your role. Some groups may operate with different roles and this list below is not exhaustive. Smaller committees will have some of these roles amalgamated so it is up to your committee to decide on responsibilities for your activity group. As a committee it is your joint responsibility to ensure that the activity group runs smoothly so be aware of what your fellow committee members are doing and help out where necessary.

**Vice President**

This position varies from activity groups but the main purpose of this role is to support the President in any decision making and to fill the role and duties in their absence.

*Key responsibilities:*

1. To deal with all incoming communications and pass these on to the committee & | or members.
2. To help support the President in ensuring the aims and objectives of the activity group are met.
3. In the absence of the President, to lead the committee.
4. Please see key responsibilities for the President
5. Any other duties as agreed by the committee.