

Vice President

JOB TITLE: Vice President

DATE: May 2011

DATE TO BE REVIEWED: May 2014

JOB SUMMARY

The Branch Vice President supports the Branch President in facilitating and co-ordinating the business of the branch and to support the branch members and executive in maintaining ECA's standing within the community and the Early Childhood sector as an organisation that advocates strongly for young children.

ELIGIBILITY FOR VICE PRESIDENT

The Vice President must hold a current individual membership or be the nominated representative of either a current service or organisational member of the WA Branch of ECA.

REPORTING RELATIONSHIPS

The position of Vice President is answerable directly to the WA Branch members.

DUTIES & ESSENTIAL JOB FUNCTIONS

- Supports the President in facilitating and coordinating the Branch business.
- Chairs Committee and Branch meetings and AGM if the President is not available.
- Represents the Branch at meetings and forums when requested by the President or if the President is not available to attend.
- Supports the President in establishing such committees and coopting such current individual members of a Branch as are required to further the work of the Branch.
- Exercises all such functions required by the Act to be exercised at the Annual General Meeting of the Branch.
- Performs all such acts and does all such things as are necessary and desirable for the proper management of the affairs of the Branch.