



Volunteer Ambulance Officers Association of Tasmania Incorporated

ABN 49 452 275 349

www.tasmanianambulancevolunteers.asn.au

*Our Vision: Improved representation and support of Volunteer Ambulance Officers in
Tasmania, to maximise patient care outcomes*

VAOAT BOARD POSITION DESCRIPTION

VICE PRESIDENT

The Vice President is appointed for a fixed term from one Annual General Meeting (AGM) until the next. A Vice President may continue to nominate themselves for the same or other positions on the Board prior to each AGM, but should not hold more than one Executive position.

Revisions of this Position Description are to be approved at a Board Meeting.

The Vice President is an Executive Officer of the VAOAT as determined in composition of the Board in the Constitution.

The person holding this position must:

- Be a current financial member of the VAOAT
- Abide by the Constitution and role obligations as identified in the Constitution
- Abide by the Code of Conduct
- Take leadership on important issues for the VAOAT, as tasked by the Executive
- Deputise for President in all official duties in the absence of the President
- Regularly check for emails from the VAOAT Board members (minimum weekly) and respond where requested
- Advise the VAOAT Executive if absent for more than two weeks.

Responsibilities related to Meetings and sub-committees

- Attend Executive Meetings
- Attend Board Meetings and take directions as a Director of the VAOAT
- Attend General and Special Meetings
- Be proactive in assisting, and willing to undertake projects of the VAOAT, as required including Convening sub-committee meetings

Responsibilities related to VAOAT members

- Liaise with members, and represent the policies and interests of the VAOAT

Financial Delegation

- This position has a financial delegation assigned
- This position is required to be a bank signatory

This Position Description was approved at the Board Meeting held on 27 March 2021 and must be read in conjunction with the obligations, requirements under the Constitution.

VAOAT Cares... communication, advocacy, representation and support

Signed:

A handwritten signature in cursive script that reads "A. Heumann".

President

A handwritten signature in cursive script that reads "H. L. ..." with a period at the end.

Secretary