



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

PRESIDENT

The President is appointed for a fixed term from one Annual General Meeting (AGM) until the next. A 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. The President is the chairperson for any General Meetings and for any Board meetings. Except when chairing a meeting, the President shall only use the title of President.

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

The President is the chairperson for any General Meetings and for any Board Meetings. In the absence of the President at a meeting, the alternate chairperson is determined by the Constitution.

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

The person holding this position must:

- Be a current financial member of VAOAT
- Abide by the VAOAT Constitution and role obligations as identified in the Constitution
- Abide by the Code of Conduct
- Take leadership on important issues for the VAOAT
- Regularly communicate to VAOAT Board members on matters arising
- 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 external parties

- Official spokesperson for VAOAT unless this role given to the Media Officer or another board member
- First liaison point between Ambulance Tasmania and VAOAT
- Liaise with webmaster and First Response editor on public communications

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
- Sign off on all meeting minutes for distribution
- Be proactive in assisting, and willing to undertake projects of the VAOAT, as required, including convening sub-committee meetings
- Decide, in consultation with the Executive, agenda items and meeting processes

Responsibilities related to VAOAT members

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

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

Financial Delegation

- This position has a financial delegation assigned
- This position is required to be a bank signatory
- This position may hold a credit card in the name of the VAOAT

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.

Signed:



President



Secretary