

Executive Roles

The Vice President

The Vice President (VP) acts as an understudy to the P&C President, providing support to all Executives and stepping in as Chair if the President is absent. Most P&Cs will create specific position descriptions for the Vice President to suit their needs, and some larger P&Cs elect multiple Vice Presidents with a specific delegation or title attached to each. Some examples we've seen include:

- VP - Fundraising
- VP - Publicity Officer/Communications
- VP – Grants
- VP - Tuckshop/OSHC/Uniform Shop/Swim Club

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ROLE DESCRIPTION

The Vice-President

Chair meetings if President is absent

Provide essential support for the President

Help the Secretary and/or Treasurer as required

Understand operations, rules and meeting procedures

Act as President's "understudy"

Understand the various executive roles

Carry out duties delegated by the President

**Be prepared to perform a role particular to your P&C
such as "publicity officer" or "fundraising co-ordinator"**

