



Position Description

Vice President

Executive Committee Position

Key Responsibilities

To support the President to lead and be responsible for Skipping Australia's functions

Specific Duties

- Assist the President to:
 - set the organisation strategic plan and annual committee agenda, prioritising goals and directing resources accordingly
 - represent Skipping Australia at a national and international level
- In the absence of the President, Chair Committee / Executive meetings
- Assume the role of Public Officer and ensure annual returns are submitted
- Maintain Skipping Australia's national speed records, ensuring that current records are complete and accurate, the complete list is published on our website and new records achievements are celebrated
- Lead and take responsibility for the delivery of priority projects identified in the strategic plan or identified by the Exec Committee to enhance the professionalism of our organisation and/or improve our sport

Desirable Attributes

- be well informed of all organisation activities and responsibilities as a National Sporting Organisation and National Governing Body
- working knowledge of the constitution, rules and duties of all office holders and sub-committees
- have strong written and oral communication skills
- be personable
- strong personal motivation to continuously improve the Association's functions

Key Goals 2024 - 2025

1. Highly functioning Committee / Executive team
2. Publish new strategic plan and annual program for Committee
3. National records up-to-date and new records appropriately celebrated
4. Two 'special projects' taken on