

GASC VICE-PRESIDENT

Main purpose of the Role

To deputise for the President in his/her absence.

Tasks and Duties

- To ensure a full understanding of the statutes and the roles of the Club's Officers.
- To be able to support and be a critical friend of those fulfilling these roles.
- To "stand in" for the President in his or her absence.
- To attend the Clubs events, dinner dances and quizzes to support the President in ensuring the events run smoothly.
- Take special responsibility for welcoming and talking with new members and encouraging guests to join the club.
- Tasks and Duties when deputising for the President – see President's job description

Skills and Knowledge

- Proven leadership skills
- Good communication skills both written and oral with both individuals and general presentations
- Basic understanding of and access to an E-mail system
- Basic understanding of Word and Excel documents