



# Whittlesea Community House Inc

## POSITION DESCRIPTION

### VICE-PRESIDENT

The vice-president is typically successor to the President position. In addition to the responsibilities of an ordinary committee member, the person holding this position is:

- an officer of the Association
- required to attend committee and general meetings
- to carry out assignments as requested by the President
- to assist the President in the completion of his/her duties
- to understand the responsibilities of the President and be able to perform these duties in the President's absence
- to participate as a vital part of the committee's leadership



Whittlesea Community House Inc.

ABN: 82 167 376 746

92a Church Street Whittlesea 3757 Postal: P.O Box 364 Whittlesea 3757  
Ph: 03 9716 3361 Fax: 03 9716 3816 Email: [wchi@whittleseach.com.au](mailto:wchi@whittleseach.com.au)