# Job Description – ACTW Vice President

## Job Purpose

The ACTW Vice President, an office bearer of the Committee, is able to deputise for the President. The Vice President’s role is to provide support to the President. The President and Vice President work closely together and may agree to the Vice President taking the lead on agreed issues.

## Job Duties and Responsibilities

### Major responsibilities

The ACTW Committee’s role is to control and manage the affairs of ACT Wildlife. The ACTW Vice President, an office bearer of the Committee, provides support to the President to ensure the organisation undertakes its role and meets its legislative requirements.

In the absence of the President, the ACTW Vice President may convene a committee meeting. The ACTW Vice President, as a committee member, must attend 50 percent of all committee meetings in a year and not miss more than three (3) sequential meetings without explanation. The President or Vice President must be present to make a quorum. The Vice President must abide by the [Committee Members Code of Conduct](https://actwildlife.net/wp-content/uploads/2022/03/Committee_Code-of-conduct_final.pdf).

The ACTW Vice President should work with the President to implement ACT Wildlife’s strategic plan such that the organisation meets its aims to rescue, rehabilitate and release native wildlife as well as prevent injury/disease where possible.

It is expected that the President and Vice President agree areas where the Vice President could take the lead to ensure the burden of office is shared equitably across the Committee.

Other responsibilities include:

* Addressing complaints in accordance with the organisation’s Complaints Guidelines policy
* Ensuring that volunteers are supported and understand their legal obligations and protections

### ACTW Vice President reports to

* The Committee and any sub-committees on the Vice President’s activities

### ACTW Vice President liaises with

* Members of ACT Wildlife
* External agencies as agreed with the President

Experience

Preferably, the ACTW Vice President would have at least one year’s experience with ACT Wildlife and, if possible, a minimum of three (3) years experience with an accredited wildlife organisation whether ACT Wildlife or another similar organisation.

The ACTW Vice President must be a member of ACT Wildlife.

Knowledge, Skills, and Abilities

The ACTW Vice President should have a good working knowledge of the organisation including its structure and activities.

## Document Control

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Author | Version | Summary of amendments | Next Review Date |
| June 2022 | SWishart | 1.0 |  | January 2023 (prior to next AGM) |
|  |  |  |  |  |