

# Role of the Vice President

## Role overview

The Vice President usually assists the President's in their duties in the activities and administration of the club/societies. The Vice President will also acts as the President if the President is absent.

## Role specifics

- Being up-to-date on all club/society communication and events;
- Chairing meetings in the President's absence;
- Assisting the president with the oversight of the club/society including fundraising, event planning, risk assessments, etc.;
- Working with the treasurer to prepare an annual budget and financial information for the annual general meeting;
- Working at events;
- Directing constitutional updating and revisions;
- Can facilitate election of officers;
- Recruiting new members;
- Assisting with meeting agendas; and
- Other tasks set by the President and/or Executive committee of the Club/Society.