Alpine Cycling Club Position Description:

Position: Vice President

Member of Club Executive Committee: Yes

Length of Tenure: Maximum 3 Years

Scope of Role:

The Vice President role is a key support role to the Club and to the Executive Committee. The intention of the role is to have a candidate who can equally learn the administrative mechanisms of the Alpine Cycling Club and also learn the President's role as part of a succession plan to have viable future candidates. The Vice President can also in the absence of the President call meetings, chair meetings and also lead sub-committee groups with the support of the Executive Committee.

The Vice President's role is to:-

- provide support and leadership to the membership
- provide strategic direction to the club
- be an active participant in succession planning and foster an environment of collegiality and support to others.
- represent and promote ACC in the community
- negotiate outcomes with stakeholders which benefit the ACC membership and delivers strategic outcomes
- lead by example the behaviours and expectations of the ACC members as defined in the ACC constitution
- add value to ACC, and grow the club through activities which serves the members
- work actively with the ACC committees to achieve the goals and ensure ACC is legally compliant
- be active and engaged in cycling

Primary Functions:

- Assist the President and the Executive Committee in providing agenda items for monthly General Meetings and Executive Committee meetings
- Attend at least 80% of all Monthly and Executive Committee meetings
- In the absence of the President, chair monthly and Executive Committee meetings. This is to ensure that meaningful agenda items are tabled and that each meeting is conducted appropriately.
- Approve ACC expenditure
- Be a current ACC member
- Proactive and contributing member of the Executive committee
- Serve the membership and Executive Committee to achieve outcomes as defined in the Club's annual plan
- Support all other Club functions with information and value-adding organisational work

Key Skill Attributes:

- Strong communication skills both verbally and written
- Prepared to learn key aspects of leadership and support
- Prepared to learn and deploy strategic thinking
- Good negotiation abilities
- Supportive and generous with knowledge to promote the growth and development of others
- Good working knowledge of computing programs relevant to role (eg. MS Office,Gsuite, Mailchimp etc)
- Diligence in maintaining records
- Regular attendance at Club Monthly Meetings (eg > 9 meetings per annum)

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