***NOTE:  This Role Description has been provided as a guide only.  Please edit as necessary to reflect the requirements of your Club.  Please delete this message prior to circulating this document.***

**Vice President**

**Club Overview:**

The [Name} Karting Club is dedicated to the organisation and promotion of Kart Racing and Recreational Karting Activities. As a key affiliate of Karting Australia, the State Karting Association, and the Club, we adhere strictly to their Vision, Purpose, Values, and Priorities.

**Purpose of Role:**

The Vice President is pivotal in ensuring the seamless running of the club. The Vice President backs up the President in various aspects of leadership and stands in for them if they are unavailable, ensuring that the club's commitments and activities run without interruption.

**Reports to:** The President

**Desired Skills:**

* Must hold or be willing to obtain a current Working with Children check.
* Well-informed of all Kart Racing and Recreational Karting activities.
* Committed to club events and responsibilities.
* Strong leadership qualities.
* Capable of chairing and leading meetings.
* Unbiased, impartial, and able to make decisions in the best interest of the club.
* Open-minded and receptive to change.
* Embody the spirit and values of the Karting Club community.

**Key Roles & Responsibilities:**

* Uphold and promote the mission, vision, and values of the Karting Club.
* Possess an in-depth knowledge of club rules, by-laws, policies, and roles.
* Understand and ensure the club meets its compliance and legal obligations.
* Collaborate with the President in setting meeting agendas.
* Support the President in strategic planning, budget preparation, and long-term goals.
* In the President's absence, responsibilities include but are not limited to:
* Chairing committee meetings and annual general meetings.
* Acting as the official spokesperson for the club.
* Representing the club in various forums and events.
* Overseeing and ensuring the completion of the President's responsibilities.

Candidates interested in this role should demonstrate passion for Karting, a commitment to the club's ethos, and a readiness to take on a leadership role that is essential to the club's success.