



ROLE	Deputy President
Purpose	The main duty of the Deputy President is to assist the president and other club officers in completing their duties. It is also the Deputy President's job to effectively contribute to the club's operations.
Responsible to	Executive Committee
Time Commitment	Approx 4 hours per week (may increase at times due to seasonal demand)
Responsibilities & Duties	<ul style="list-style-type: none">• Understanding of club policies and involvement with the club• Develop skills/attributes and understanding of the Club President role (succession planning)• Assist the Club President (as delegated)• Stand in for President during President absence• Assist other officers as required
Knowledge & Skills Required	<ul style="list-style-type: none">• Good understanding of club culture, procedures and operations• Possess, or have a willingness to obtain, knowledge of SLSA/Q Club procedures and Operations• Understanding of Club finances• Ability to organise and delegate tasks• Proficient computer skills• Aware of Workplace Health & Safety policy• Maintain confidentiality on relevant matters• Good communication and interpersonal skills• Positive and enthusiastic• SLSA Bronze Medallion (desirable)• Candidates must also be the holder of a current Blue Card• Must be a financial member of the Club