



## **NOARLUNGA MODEL AERO SPORTS Inc.**

Flying field and club rooms.

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[www.facebook.com/NoarlungaModelAeroSports](http://www.facebook.com/NoarlungaModelAeroSports)

[www.nmas.info](http://www.nmas.info)

# **POSITION & PERSON SPECIFICATION VICE PRESIDENT**

(REVISED 03/12/2019)

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### **Objectives**

The Vice President role is in support of the President in ensuring the Club is run effectively across the administration, flying, safety and development activities in accordance with the strategic direction of the club.

### **Requirements**

As a member of the committee a Working with Children Check Outcome of NOT-PROHIBITED is required

### **Knowledge and Skills required**

- People management experience and leadership skills
- Has a good working knowledge of the Constitution, Club Rules and Manual of procedures.
- Ability to problem solve and initiate strategies for change.
- Ability to communicate at all levels
- Ability to chair and conduct meetings
- Knowledge of the organisation and management structure of aero modelling both locally and nationally

### **Responsibilities and Duties**

In the absence of the president, represents the club at local, regional, state and national level.

### **As Chairperson**

- Act as the Chairperson at Monthly Club and Committee meetings
- Manage the Annual General Meeting

### **As President**

- Represents the club at local, regional, state and national level.
- Act as a facilitator for club activities
- Ensure that future planning and budgeting is carried out in accordance with the strategic direction of the club.
- Arbitrate in disputes
- Be accountable to the Members and the General Committee
- Leads, but does not direct. Builds relationships
- Arbitrates in disputes
- Ensures there is fair discussion on each issue and that all points are expressed before a decision is reached
- Keep meetings moving in the desired direction. Be firm, but tactful, with members deviating from the point under discussion
- After adequate discussion on an issue impartially summarises the points of view expressed, both for and against, to make sure members know clearly what they will be voting or agreeing to
- Runs the meeting so that a balance is struck between speed and efficiency on the one hand, and keeping the meeting enjoyable on the other
- Start meetings on time
- Know and follow the agenda strictly, unless directed otherwise by the meeting
- Encourage all members to contribute to the meeting
- Ensure Committee Members fulfil their responsibilities to the Club
- Acts as or ensures his/her delegate acts in the best interests of the club

### **Commitment**

- The Vice President term of office runs for two years
- The estimated time commitment required as the Vice President is 2-3 hours per week.

### **Assumption**

To meet current day communication requirements, it is assumed that the holder of this position will be in possession of a personal computer and have access to internet facilities.