

## **Vice-President**

### **Brief Role Description**

Assist the President to perform his/her duties, especially in handling complaints  
Share tasks with the executive team to ensure obligations and commitments are met

Step in for the President when required

Chair or co-chair at least one SIRA subcommittee

### **Detailed Role Description**

Assist the President to perform his/her duties, including handling complaints

Chair meetings in the absence of the President

Perform other duties of the President in the President's absence

Chair or co-chair at least one SIRA subcommittee

Liaise with and represent SIRA at meetings of organisations such as Northern Beaches Council and Ausgrid; ensure that minutes are circulated to the committee and community, as appropriate and in a timely manner

Consult with the committee about and prepare correspondence, notices and updates on behalf of SIRA with the Secretary, Communications Subcommittee and IT Manager

May sign contracts approved by the committee on behalf of SIRA

Either or both Vice Presidents are signatories to the SIRA bank account and authorised to approve transactions

Ensure privacy of all personal information collected for the purpose of administering the affairs of SIRA and communicating with members