

Vice President

Responsible to:	<ul style="list-style-type: none"> • Committee • Membership
Overview:	Assist the President in carrying out all responsibilities and activities of that position
Responsibilities:	<ul style="list-style-type: none"> • Support President • Deputise for the President as required • Provide counsel and guidance to the President and the Committee of Management concerning short and long-term plans and operations of the organisation • Be a member of at least one on-going sub-committee and lead ad-hoc committees as necessary • Identify and foster actions within the organisation designed to promote effective interpersonal relations among members • Assist the Treasurer with the annual physical asset check • Carry out any specific function or role assigned by the Committee • Provide monthly reports (even if 'nil') to and attend U3A Knox Committee meetings regularly • Understand U3A Constitution, Code of Conduct, policies. • Act in accordance with U3A Constitution and Code of Conduct, and purpose at all times • Work in cooperation with fellow members of the Committee
Works With	<ul style="list-style-type: none"> • Other committees as needed