

# RIVERSIDE TENNIS CLUB COMMITTEE DUTY CARD



## CLUB VICE PRESIDENT

### ROLE

The Club Vice President is responsible for supporting the President to:

- Lead the culture and purpose of the club
- Oversee the development and successful implementation of the club's strategic plan
- Ensure the club has a strong risk management focus and strategies to minimise risks

### DUTIES

- Manage committee and/or executive meetings in the absence of the President
- Assist the President to manage the annual general meeting
- Represent the club/group at local, regional, state and national levels
- Act as a facilitator for club/group activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members