

**Wide Bay Regional Swimming Association**  
**MANAGEMENT COMMITTEE MANUAL**

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**Section 2.2            Position Description - Vice President**

*Written : 2005*  
*Last Revised : September 2014*

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**Position Overview :**

- Should support and assist the President, as required, in the performance of their duties
- Shall work with the Management Committee and Sub-Committee members to ensure that objectives are formulated and strategies developed
- Should be fully conversant with the Association's Constitution, Policies and Procedures.

**Primary Duties :**

- Actively support the President in the performance of his / her duties and share the workload,
- Liaise with and assist the Association's club committee's to ensure they are able to effectively undertake their duties in respect to Swimming Queensland's strategy and vision,
- Take on the role of President in his / her absence,
- Attend the meetings of the Management Committee and any relevant sub-committee meetings, as appropriate,
- Work for the continued growth and efficient operation of the Association to ensure benefit to members.