

Source: Sports Community, Bowls Australia, and Bowls Victoria

## Deputy President

The role of Deputy President generally is to work closely with and support the Region President. The Deputy President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason.

### Responsibilities

The general role of the Deputy President is to support the President, assisting them to fulfill their responsibilities.

#### Knowledge

To successfully undertake the role of Deputy President, requires the person:

- To be well informed of all Region activities.
- Have a good working knowledge of the Region Constitution and regulations, policies and procedures as well as the duties of all office holders.
- Strong understanding of the legal and compliance obligations of running the Region.

#### Governance

The Deputy President will assist the President to ensure the Region undertakes its key governance responsibilities include ensuring the Region:

- Defines and documents its Region culture and behaviours and that these are continually communicated to members, players, coaches, supporters and volunteers.
- Has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved.
- Implements strong financial controls to protect the cash and assets of the Region as well as the volunteers handling the cash.
- Has strong financial reporting, budgets and cash flow projections.

- Ensure compliance of all obligations and the health and safety of all participants.
- Ensure all complaints and disputes are immediately investigated and responded to according to Region policies and procedures.
- All Region positions, roles and sub committees have regularly reviewed position descriptions or terms of references.
- Activities are documented in operations manuals, policies and procedures.
- Volunteers are trained and supported throughout the year to undertake their roles successfully.

#### Meetings, communication and key relationships

The Deputy President will:

- Assist the President to set the agenda for each Board meeting and general meeting, including the Region's annual general meeting.

In the absence of the President, the Deputy President will:

- Chair Board meetings.
- Chair the annual general meeting.
- Act as a spokesperson for the Region and represent it as required.
- Ensure all responsibilities of the President are undertaken.

## Essential Skills and Requirements

- Hold or willing to apply for a current volunteer “working with children” check (if relevant)
- Can communicate effectively.
- Is well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the Region.
- Can oversee organisational activities.
- Is aware of the future directions and plans of members.
- Has a good working knowledge of the Region Constitution and the duties of all office holders and subcommittees.
- Is a supportive leader for all members.
- Able to chair Board or executive meetings.
- A good understanding of requirements at local, regional and higher levels.
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated Region person.

The Deputy President is required to:

- Act in the best interest of the members at all times.
- Attend all Board meetings.
- Undertake the role in good faith and honesty.

If at any stage the Deputy President becomes aware of a personal conflict of interest, real or perceived between themselves and the Region, they should immediately notify the Region Secretary of the conflict who will immediately inform all other Board members.

## End of Term hand over

### *Updating key documents*

- At the end of each term, a key activity of the Deputy President will be to review and revise their position description to ensure it continues to reflect the requirements of the role.
- The updated Position Description must be provided to the Region secretary prior to the Annual General Meeting each year.

### *Induction of the incoming President*

An important responsibility of outgoing Deputy President is to train, mentor and support the incoming Deputy President.