

Vice President Roles and Responsibilities

All DAC Office Bearer/Executive and Committee Members must:

- At all times work to uphold and implement the Objects of DAC as outlined in Section 3 of the Constitution.
- Model and implement ideal conduct as defined by the Constitution and the *DAC Behavioural and Guidelines and Codes of Conduct*.
- Attend committee meetings on a regular basis and complete actions delegated at these meetings.
- Provide Working With Children Check details to the Member Protection Information Officer.

Overview of the Vice President role

The Vice President assists the President as required and acts for the President in the absence of the President.

Specific responsibilities

In addition to the responsibilities set out in Constitution, the Vice-President shall specifically:

- I. Assist all Executive Members in the discharge of their duties.
- II. Endorse correspondence, cheques, financial reports and other documentation as appropriate.
- III. Convene any appeals and judiciary matters as spelt out in Section 10 of the Constitution.
- IV. Keep accurate and detailed records of all past appeal hearings, decisions and findings.
- V. Support the secretary in collection and distribution of mail (holder of second PO Box key) when the Secretary is unavailable.
- VI. In conjunction with the Member Protection Information Officer ensure completion of any required Working with Children documentation and maintain a register securely.
- VII. Coordinate mentoring and development for coaches (with the Officer for Coaching), officials and age managers (with the Officer for Age Managers).
- VIII. Act on behalf of the Centre as reasonably directed by the Executive.
- IX. Provide support, assistance and mentoring to other committee members as required.