



Position Description: Vice-President, Brisbane Chorale Inc.

1. DETAILED JOB DESCRIPTION

Position Title: Vice-President

Reporting To: President
Management Committee

Salary: Nil - service is voluntary

Conditions: Elected for one (1) year with possibility of re-election for a further five (5) years
The position is part-time and the hours are variable

Location: Based in Brisbane
May require occasional interstate or international travel

2. PURPOSE OF THE POSITION

The role of vice-president is to support the president in carrying out their duties and assisting in the achievement of the association's strategic plan. The vice-president may be required to undertake other tasks and activities as required by Brisbane Chorale Inc. from time to time.

3. RESPONSIBILITIES AND DUTIES

3.1 ARTISTIC CONTRIBUTION

- Nil

3.2 ADMINISTRATIVE CONTRIBUTION

All the following administrative contributions shall be conducted in collaboration with the Brisbane Chorale Inc. Management Committee.

- To preside as chairperson at any meeting of the management committee if there is no president or the president is not present within 10 minutes after the appointed time for holding the meeting. The chairperson will maintain order and conduct the meeting in a proper and orderly manner. The chairperson will sign management committee meeting minutes to verify their accuracy.
- To preside as chairperson at any general meeting if there is no president, the president chooses not to preside or the president is not present within 15 minutes after the appointed time for holding the meeting. The chairperson will maintain order and conduct the meeting in a proper and orderly manner.
- To assist the president, to ensure the president is kept informed of issues, and to carry out the duties of the president in the event of the president's absence or disability.
- To undertake other duties as requested by the president from time to time.
- To be prepared for, and to attend, management committee meetings as a voting elected member.

3.3 CONTRIBUTION TO STRATEGIC OUTCOMES

Brisbane Chorale Inc.
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www.brisbanechorale.org.au

Vice-President Position Description
Brisbane Chorale Inc. v2.0

All the following outcomes shall be achieved in collaboration with the Brisbane Chorale Inc. Management Committee.

- To promote the association's strategic plan and ensure the achievement of the association's strategic activities to guide future growth and development.
- To assist any member needing assistance on any association project.

4. EDUCATION & EXPERIENCE

Essential	Desirable
Nil identified	Ability to use word processing applications, e.g. Microsoft Word
	Ability to use spreadsheet applications, e.g. Microsoft Excel
	Ability to gain an understanding of applicable legislation

5. PERSONAL QUALITIES & BEHAVIOURAL TRAITS

Essential	Desirable
Nil identified	Organisational skills
	Communication skills
	Strong musical and personal leadership
	Display an attitude of enthusiasm, cooperation, hard work and loyalty

6. RELATIONSHIPS

With	Purpose
1. President	Support the president and inform of any issues
2. Management Committee	Attend and participate in the management committee
3. External relationships	To assist in negotiations and discussions in lieu of the president should the president not be available

Approved by Brisbane Chorale Inc. Management Committee on 11 October 2015.

Last reviewed on 11 October 2015.