

**Chiton Rocks SLSC** Position Description

**Vice President**

This is a Board of Management position and will act on behalf of the President in the event of absence, incapacity or if requested to do so by the incumbent President.

Key Responsibilities:

* Support the President by assisting in carrying out duties which will include:
* Attending SLSSA State Council Meetings
* Chairing BOM meetings
* Club Security management
* Approving invoices for payment with Treasurer (In President’s absence)
* Be responsible for the Grant application process by actively seeking and applying for grants applicable to the club’s needs
* Review and manage club grants with the Treasurer to ensure expenditure meets the grant criteria
* Liaise with Chief Instructor, Club Captain, Vice Captain and Treasurer to assess and manage grants applications and requirements
* Assist in the management of club security and CCTV management.
* Attend monthly board meetings via Zoom and/or face to face meetings.

Key Attributes:

* Good Communication and interpersonal skills
* Good Computer skills

Assist with other Board members duties in their absence.