

## CAWA DUTY STATEMENT

Position Title: Vice President

Co-ordinates with: President  
Treasurer  
Secretary  
Committee Members  
Association Members

Reviewed: 22 January 2010

The vice-president's role is to assist the president with the running of the organisation and when required, act as the president/chair in his or her absence.

Specifically, the vice-president is required to:

1. Be well informed of all CAWA activities.
2. Be aware of the future directions and plans of members.
3. Have a good working knowledge of the constitution, rules and the duties of all office bearers and subcommittees.
4. Act as the president/chair in his or her absence, including chair committee meetings as necessary.
5. Assist the president/chair on any specified duties.
6. Work generally or in particular areas where there is too much work for the regular office bearers.
7. Report to the president.
8. Accept assignment to a special area of responsibility as determined by the needs of the current committee.