

# THE ROLE OF THE VICE PRESIDENT.



The Vice President's role is to **be the assistant leader of the club, the understudy of the President and deputy chairperson for club meetings, and to help set the direction of the club.**

## Who can be Vice President?

- Anyone who is interested in leading the club to success can take on the role of Vice President.
- An effective Vice President is someone who can work collaboratively and keep an eye on the **BIG PICTURE!**

The role is easy to learn. There are helpful tools in WESTERNLife, easy-to-follow guides, and the Student Clubs team are always available to help.

## Benefits of being Vice President

- The Vice President is an **important leadership** role, working closely with the President.
- As Vice President, you are the **assistant leader** of the club and can help shape the signature events that play a vital role in the club's success.
- The Vice President should be a **sounding board** for the President, to discuss ideas and challenges as the club makes new plans.
- The Vice President keeps an eye on the club's **strategic direction** and ensures the everything is in place to achieve the club's purpose and goals.
- As Vice President, you will learn **valuable skills** in public speaking, people management, strategic planning and meeting protocols that can improve your employability!

## Why is the role of the Vice President important?



- Each club at Western Sydney University requires strong governance through its constitution, policies and strategic direction. Many clubs find it helpful to have a Vice President to bring more fresh ideas to the Executive Committee.
- The Vice President assists the President in ensuring the club runs smoothly and provides a crucial leadership role to the club's members.

# What does the Vice President do?

The following roadmap shows the steps the Vice President should take throughout the year:

## AT THE START:

- Step 1:** Familiarise yourself with the club's constitution and policies. You can use the [Your Constitution Guide](#) to help you understand the important information contained in your constitution.
- Step 2:** Meet with the President to learn about the events and activities the Executive Committee has planned for the year ahead and how you can assist them to keep the club moving in the right direction.
- Step 3:** Write down a simple plan that sets out the planned events and activities for the year, as well as ideas for future years.



### Helpful tip

While you are in the role, start to think about which members may be good future Executive Committee members for your club, and start to prepare them to take on a role. See more in the [Succession Planning Guide](#).

## DURING THE YEAR:

- Step 1:** Monitor the club's plans and upcoming events and ensure everyone is moving in the right direction.
- Step 2:** Provide a sounding board for the President to share ideas and challenges. Learn the key responsibilities of the President.
- Step 3:** Assist the President where needed and carry out their duties in their absence, including chairing Executive Committee meetings and general meetings.

## AT THE END:

- Step 1:** Assist the President to prepare their annual report and help the Executive Committee prepare for the AGM.
- Step 2:** Consider if you are ready and interested in the role of President, and if you are, put in a nomination to be elected.
- Step 3:** Provide a handover to the incoming Vice President, showing them where to access the club's constitution and policies. Give an overview of the strategic direction of the club and share what you've learned from your time in the role.

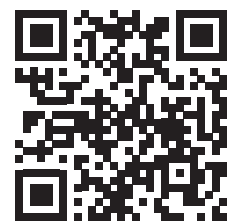


## You can do it!

Following the simple steps in this guide will help bring purpose and effectiveness to the role of Vice President. Your Executive Committee and the Student Clubs team can guide and support you to learn the role. So get in, give it a go and have fun!

**If in doubt, ask! The Student Clubs team are here to help!**

Email [studentclubs@westernsydney.edu.au](mailto:studentclubs@westernsydney.edu.au)



[Watch the video](#)