



Eastern Ranges Bowls Region

DEPUTY PRESIDENT

The role of Deputy President generally is to work closely with and support the Region President. The Deputy President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason.

Responsibilities:

The general role of the Deputy President is to support the President, assisting them to fulfil their responsibilities. Those responsibilities may include but certainly are not limited to the following items of knowledge, governance, meetings.

Knowledge:

To successfully undertake the role of Deputy President, requires the person to:

- be well informed of all Region activities.
- have a good working knowledge of the Region Constitution and regulations, policies and procedures as well as the duties of all office holders.
- understand the legal and compliance obligations of running the Region.
- have completed the Australian Sports Commission director education unit.

Governance:

The Deputy President will assist the President to ensure the Region undertakes its key governance responsibilities include ensuring the Region:

- defines and documents its Region culture and behaviours and that these are continually communicated to members, players, coaches, supporters and volunteers.
- has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved.

- implements strong financial controls to protect the cash and assets of the Region as well as the volunteers handling the cash.
- has strong financial reporting, budgets and cash flow projections.
- ensures compliance of all obligations and the health and safety of all participants.
- investigates and responds to all complaints and disputes immediately according to according to region policies and procedures.
- regularly reviews all committee and subcommittee terms of reference, officer position descriptions and roles.
- activities are documented in operations manuals, policies and procedures.
- trains and supports volunteers throughout the year to undertake their roles successfully.

Meetings:

The Deputy President will assist the President to set the agenda for each Board and general meetings, including the Annual General meeting. In the absence of the President, the Deputy President will:

- Chair Board and General meetings.
- Act as a spokesperson for the Region and represent it as required.
- Ensure all responsibilities of the President are undertaken.

Essential Skills and Requirements:

The Deputy President is required to:

- communicate effectively, including using on-line tools.
- be a supportive leader for all members.
- be able to chair Board or General meetings.
- have a good understanding of requirements at local, regional and higher levels.
- be unbiased and impartial on all issues.
- be receptive to change.
- be a dedicated Region person.
- act in the best interest of the members always.
- attend all Board and delegate meetings
- undertake the role in good faith and honesty.

If at any stage the Deputy President becomes aware of a personal conflict of interest, real or perceived between themselves and the Region, they should immediately notify the Region Secretary of the conflict who will immediately inform all other Board members.