

U3A Network Queensland Management Committee

Position Description – Vice-President

Consistent with the Objects of the Constitution of U3A Network Queensland Inc. and the functions of the Management Committee, the Vice-President will:

Stand in for the President as chair of a meeting or as representative of the organisation in the temporary absence or unavailability of the President;

Assist the President to promote the U3A movement to government and non-government agencies, the media, institutions of like interest and the corporate sector;

Assist member associations through provision of administrative, procedural, constitutional and/or policy advice as requested by a member association, the President and/or the Management Committee;

Act where necessary, as mentor to U3A association members;

Assist, on request, the President or a member of the executive committee to carry out the duties of the office;

Assist, on request, any member of committee to carry out their duties;

Receive and resolve any complaints made against Management Committee members or the Management Committee as a whole;

Undertake roles or duties prescribed by the President; and,

Act in the position of President in the event that the President is absent or unavailable.