

GRADUATE WOMEN QLD INC. GOLD COAST BRANCH



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SOUTHPORT BUSINESS CENTRE
SOUTHPORT
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January 2018

ROLE DESCRIPTION FOR VICE PRESIDENT/S

The Graduate Women Q'ld Inc Gold Coast Branch is run exclusively as a not for profit entirely voluntary organization (as per its international, national, state and branch constitution aims and objectives).

Given this primary fact it is imperative that superior communication skills are required to adequately keep Branch and Sub Branch/s viable (especially considering the executive and members' various intermittent "comings and goings" for work and lifestyle reasons).

Member needs are required to be met by the provision of a stimulating, lively social and intellectual event planning calendar, to ensure their continued Branch membership.

Therefore the major role and responsibilities of the Gold Coast Branch Vice President/s is to learn about /become familiar with the current and future efficient and effective management of its Branch and Sub Branch/s.

This supportive role may be enhanced by seeking speakers for events, assisting the Social Convenor and President on tasks as required. This will ensure the transferring of knowledge and skills within the executive so there will be a continuum of centralized knowledge to be shared and passed on within the Branch and Sub Branch/s. (Succession planning).

This aim does, and will in the future, require a large degree of flexibility not least of which is dependent on the Vice President/s work and/or family commitments.

The ideal situation is for the Vice President/s to physically attend the Branch's Committee Meetings held in February, May, August October chosen by the incumbent President's choice of venue, date and time and to attend the Branch's Annual General Meeting (held traditionally on the last Sunday in September). This won't always be possible given the nature of their varied backgrounds/work responsibilities, geographical location on the Gold Coast Strip and their career life stages – early mid late and retired responsibilities.

However it may well be possible to adequately communicate via email, teleconferencing etc.in the future.

(Currently the Vice President/s receive committee agendas and minutes and are emailed frequently regarding pertinent Branch matters which does serve to keep her/them informed and up to date).

(Please refer to the Gold Coast web site where the Strategic Plan 2017-2020 and other Branch/Sub Branch/s role descriptions are posted).

Rosemary Power (President) Graduate Women Q'ld Inc Gold Coast Branch

