Role Description

Role Title:	Vice President
Incumbent:	Rohan Kamp
Effective Date:	February 2025

Primary Purpose

The Vice President provides support to the Executive Committee and oversees compliance, grants and sponsorship activities.

Accountabilities

This role will be accountable for:

- In the absence of the President, chairing the P&C General Meetings and conducting meetings in an efficient and timely fashion,
- Assisting the Executive team and Events Coordinator with any events being organized,
- Assisting the President with task management (as required),
- Responsible for providing central governance of the following compliance related activities:
    - Student Protection Risk Management
    - Implementation of policies / operating principles for all subcommittees*
    - Any other Risk Management policies, processes
    - Record retention
- Management of all P&C / school major sponsorships, including liaison with sponsors (Grants Convenor reports to this role)
- Management of local business engagement and arrangement of any local business sponsorships for P&C events,
- Oversees submission of grants, and communication of grant outcomes
- Oversee upkeep and maintenance of all P&C policies, including maintenance of register of policies.

Key Relationships

- Executive Committee
- Principal, Deputy Principal/s
- Grants Convenor
- SubCommittee Presidents
- Sponsors & Local Businesses

Desired Knowledge, Skills & Attributes

- Knowledge of the Constitution and Accounting Manual,
- Knowledge of P&C's Committee rules, operations and meeting procedures,
- Ability to lead by example and set appropriate standards,
- Be open, transparent and accountable,
- Ability to maintain the highest ethical standards and act in the best interest of stakeholders
- Experience in risk management
- Excellent communication skills
- Attention to detail