



# The Buddhist Society of Western Australia (Inc.)

*www.bswa.org*

Dhammaloka Buddhist Centre  
18 Nanson Way, Nollamara WA 6061  
+61 (0)8 9345 1711  
admin@bswa.org

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## **Committee Role Description: Vice President**

Date written: 9/10/2020

Prepared by: Kseniya Abusaif (Vice President)

Date approved: 1/11/2020

Approved by: Stephen Connell, Full Committee

Review Date: 01/12/2021

**Bodhinyana Buddhist Monastery**

216 Kingsbury Drive  
Serpentine WA 6125  
+61 (0)8 9525 2420

**Dhammasara Nuns Monastery**

203 Reen Road  
Gidgegannup WA 6083  
+61 (0)8 9574 6583

**Jhana Grove Meditation Retreat Centre**

283 Kingsbury Drive, Serpentine WA 6125  
+61 (0)8 9525 3314  
jhanagrove@bswa.org

## Role purpose

To support the President in ensuring the smooth running of the Society.

<b>Position:</b>	Vice President
<b>Reports to:</b>	President
<b>Direct Reports:</b>	N/A
<b>Type of Resource:</b>	Volunteer
<b>Work Week:</b>	As Needed

## Duties and responsibilities

- Designated as one of the office bearers and is part of the Executive Committee
- Perform function and duties of the President when President is unavailable
- Act as an alternate signatory for the Society for legal and financial purposes
- Help the President to articulate BSWA's mission to volunteers and staff
- Work closely with the President and Operations Manager on relevant high-level Society issues
- Fulfil duties of Responsible Person under ACNC governance standards
- In partnership with other Responsible Persons of the Society, help to ensure that the Buddhist Society of Western Australia meets all applicable Federal, State, and Local laws

## Skills and Qualifications

- Two years full member of the Society
- Known to be of good character by senior Society members
- Not listed on the Banned and Disqualified Persons ASIC Register
- A previous leadership role and leadership skills are preferable