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
Role purpose

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

<table>
<thead>
<tr>
<th>Position:</th>
<th>Vice President</th>
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<tbody>
<tr>
<td>Reports to:</td>
<td>President</td>
</tr>
<tr>
<td>Direct Reports:</td>
<td>N/A</td>
</tr>
<tr>
<td>Type of Resource:</td>
<td>Volunteer</td>
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<tr>
<td>Work Week:</td>
<td>As Needed</td>
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</tbody>
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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