



## **Roles and Responsibilities**

### **Vice President**

#### **A. GENERAL DESCRIPTION**

The Vice President's position is an executive role on the Haemophilia Foundation ACT (HFACT) committee. The Vice President acts as the President on occasions when the President is unable to undertake his/her duties. The Vice President is trained in the duties of the President and may take on the President's role if so inclined. The Vice President's position is elected annually at the Annual General Meeting (AGM).

#### **B. DUTIES STATEMENT**

1. Attend meetings with the President.
2. Perform presidential duties as required.
3. Become skilled in tasks undertaken by the President.
4. Act as a signatory for HFACT executive showing due diligence.
5. Perform other general committee related duties as directed by the HFACT committee.

#### **C. SKILLS AND COMPETENCIES**

1. A general knowledge of haemophilia related issues.
2. A high level of organisational and communication skills.
3. General knowledge of the Windows™ operating system and general computer literacy.
4. Intermediate level knowledge of Microsoft Office™ software.

#### **D. TRAINING REQUIREMENTS**

1. Attend National Haemophilia conferences.
2. Attend general training on the management of not-for-profit organisations.
3. Attend software training as required.
4. Attend training on staff management if needed.

#### **E. OTHER REQUIREMENTS**

1. This position requires internet access for email, website updates, electronic banking, taxation and related transactions.