



Vice Chair

Voluntary Job Description

Summary

The Vice Chair will deputise for the Chairperson as-and-when required. In such circumstances, the Vice Chair will adopt the full authority of the Chairperson as defined within the HADRA constitution.

Essential Duties and Responsibilities

- To deputise for the Chairman as-and-when required.
- To play a strategic and operational role in developing HADRA's policies.
- To develop and improve operational processes and procedures at the HADRA Committee level.
- To regularly partake in committee meetings and other membership-related meetings as so called upon to do.
- To work with the committee to devise and implement various ideas, plans and suggestions for the short and longer term to enhance the external profile of HADRA and maximise operational efficiencies and income generation.
- To have a good understanding of the role of all committee positions and to assist those personnel in the discharge of their own responsibilities where necessary.
- To maintain a general understanding of all business currently being conducted by HADRA.
- To attend HADRA Committee Meetings and other such meetings as necessary.

Membership of Sub-committees

- None

Deputise For

- Chairperson
- Treasurer
- Any Committee positions not listed within the Constitution, excluding Secretary and Newsletter Editor.

Appointed by

- HADRA AGM, or
- HADRA Chairperson