**Position Description**

**Vice-President**

***Position overview***

The Vice-President deputises for the President as required and is a key role within the Executive of the board.

The Vice-President is responsible for assisting Archery NZ to achieve membership, performance & financial goals & objectives as well as improving operating performance

The Vice-President must be affiliated to Archery New Zealand.

***Responsible to***

The Vice-President is elected by the members and responsible to the Board and the members of the Association.

***Tenure***

2 years after election at AGM (even years)

***Responsibilities and Duties***

The Vice-President should:

* Attend Archery NZ Board Meetings, Full & Executive
* Assists in driving the strategic, business & operational plans for the Association and along with the Executive keeps these plans current & relevant
* Communicate Strategic Plan to members of the Association
* Ensure the Associations Policies & Procedures are followed
* Co-ordinate sponsorship in conjunction with the Executive
* Participate in the application of funds and the allocation of available financial and / or other resources from institutions such as Sport New Zealand etc. and to work with other similar parties / groups / individuals for the betterment of Archery nationwide
* Manage the vetting process undertaken for all team management positions
* Ensure that we openly celebrate the successes of archers at all levels
* Provide reports and articles as required for the New Zealand Archer Magazine and the website
* Encourage the flow of information between the Board, the Commissions, and any other appointed roles and all members of Archery New Zealand
* Promote activities and encourages clubs and institutions involved in Archery to participate in activities to raise the level of profile of Archery as a sport within New Zealand
* Encourage succession of own position when applicable.

***Deliverables***

* Evaluate personal performance annually reporting to the Board of Archery New Zealand
* Review own position description annually to ensure accuracy and submit potential changes to the Executive Committee.
* Provide a written report updating activities to the Board meetings.
* Provide a written update of key activities completed throughout the year to the Annual General Meeting of the Association.
* Ensure the Strategic, Operational & Business plans are up to date and relevant.

***Person Profile***

Ideally the Vice-President is someone who has the following skills and experience:

* A well organised self-starter who can handle a variety of tasks
* Positive and enthusiastic about archery in New Zealand
* Great communicator & listener
* Able to make effective decisions quickly
* Able to delegate effectively
* Skilled at polite persistence
* Has knowledge and understanding of Archery
* Good at working with others remotely to achieve a common goal
* Can maintain confidentiality on relevant matters & be willing to sign a Confidentiality Agreement
* Previous experience on Boards or Committees is an advantage, but not necessary
* Computer literate and able to Microsoft products, Google Drive also an advantage.
* Must have access to email, skype & phone

***Voting***

As member of the Board the position has full voting rights

***Delegations***

Authorised to approve posting of information on the Archery NZ website.

**Updated:**

June 2017