

# The P&C Vice-President Role description

**Chair meetings if the President is absent**

**Provide essential support for the President and help the Secretary/Treasurer as required**

**Become familiar with P&C operations, rules and meeting procedures**

**Act as the President's "understudy" and gain an understanding of the various executive roles**

**Perform a role particular to your P&C, such as "Publicity Officer" or "Fundraising Co-ordinator"**

**Carry out any duties delegated by the President**