

Peterborough & District Family History Society

Job Description for a Vice-President

The Society's Constitution provides for up to three Vice-Presidents. When a vacancy occurs, the choice of who should fill it should be made by the Society members at the AGM upon recommendation of the President, other Vice-Presidents and Committee. There is no need for re-election at subsequent AGMs.

The Vice-President should gain a working knowledge of the Society's Constitution, systems and processes and be familiar with the work of the key personnel.

The Vice-President should, like the President and Chair, be a potential conduit of suggestions, ideas and problems from the members to the Society.

The Vice-President will be an ex-officio member of the Committee and any sub-committee with full voting rights.

The President will normally chair the AGM and any EGMs but can delegate that role to a Vice-President as and when necessary.

When the offices of Chair and Vice Chair are vacant at the same time, then the President and/or Vice-Presidents shall fulfil the duties of these two roles.

SKILLS

- To have oral and written communication skills;
- To possess tact, discretion and respect for confidentiality;
- To have the ability to both lead and work as part of a team;
- To be able to chair the AGM and EGMs;
- To be able to chair both committee and general meetings if required;
- To be flexible.