

## Unit Vice President Job Description

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**Responsible to** the Unit Board/Committee

### Key Relationships

- Unit board members and all unit volunteers
- Regional Manager and other regional staff

### Purpose of the Position

The Vice President is responsible for providing support to the President of the Unit and representing him and the Unit when the President is unable to act.

### Responsibilities

1. To act for the President in his or her absence.
2. Understand the responsibilities of the President and be able to perform these duties.
3. Work closely with the President
4. May be assigned to a special task or area of responsibility by the President that they mutually agree is appropriate for the Vice President to undertake.
5. Attend all Board meetings
6. Participate as a vital part of the leadership of the Unit.

### Knowledge and Skills Required

Ideally the Vice President is someone who

- Can communicate effectively and
- Is well informed of all organisational activities
- Is aware of the strategic goals of Coastguard and the unit
- Has a good working knowledge of the constitution and operating procedures of the Unit
- Takes a leadership role and supports other volunteers

## Supporting Information for Vice Presidents

### Decision Making

The President / Chairperson should determine with the Board what decision making processes should be used, for example consensus or majority rules.

To avoid making poor decisions the President / Chairperson should ensure that appropriate information and evidence is made available to Board members on which to base decisions.

#### Decision making tips

1. Decide on small matters promptly
2. Make decisions with firmness
3. Explore all alternatives and encourage input from all Board members
4. Act upon the chosen decision

### Meeting Management

1. Plan the meeting when setting the agenda and circulate the agenda at least a week before the meeting to allow participants to prepare. The agenda should include more than a list of topics, a commentary or inclusion of information on the topics to be covered and decisions to be made will be useful to allow participants to have given thought and consulted with appropriate people before the meeting.
2. Facilitate the discussion at the meeting. Encourage all participants to express their views, those who are reticent and keeping dominant personalities in check. Do not allow the discussion to become personal, stick to facts. Once the topic has been well canvassed move the Board on to make a decision. If you need more information to make a decision then decide how and who will obtain this and take the item forward to the next meeting.
3. Keep the meetings to a reasonable time frame, set a start and finish time and stick to it. Start meetings on time; don't wait for stragglers to show up. When someone arrives late don't review what you have already discussed this wastes the time of those who showed up on time.
4. Do not revisit decisions unless major new information or a change in circumstances has arisen.
5. Plan in advance the dates, times and places for your meetings for the year and ask participants to diary these to try and ensure maximum participation.
6. Stay focused on the agenda. You can appoint a volunteer topic keeper at the beginning of each meeting to ensure that the discussion stays on point. If other issues arise add them to the general business at the end of the meeting if there is time or hold them over to the next meeting.
7. Minutes should be circulated within a week of the meeting so that everyone is reminded of their actions arising out of the meeting.