DUTY STATEMENT – VICE PRESIDENT

Position: Vice-President

The Vice President shall participate fully in the management of the affairs of ARRO as a member of the Executive Committee, keep the Executive Committee informed of issues of concern, fulfill legal and other requirements of the Vice-President as required.

Responsible To:

The Vice President is directly responsible to the President of ARRO.

Roles and Responsibilities:

1. With other Executive members, provide leadership and guidance to the Executive Committee be responsible for ensuring that the purposes of ARRO are met.
2. Undertake one or more of the major ongoing tasks of the Executive, and any initiatives as agreed by the Executive Committee.
3. In the absence of the President, chair meetings of the Executive Committee or general meetings of ARRO.
4. Deputise for the President as required by attending meetings, making presentations etc.
5. Develop a knowledge and understanding of the administration of road rescue within Australasia to support the Executive Committee.
6. Assist in the drafting and review of policy statements and procedural instructions prior to their addition to the website and manual.
7. In consultation with Challenge Management Teams Audio/Visual members, oversee and provide leadership towards the promotion of ARRO via social media ensuring that ARRO's approaches and information circulated meets the membership expectations.
8. Consider and table strategies to the Executive that would expand ARRO's membership base particularly into Australasian Ambulance agencies, private providers and the South Asia region.
9. Chair any one-off workshops hosted by ARRO, e.g. Extended Technical Discussions
10. Other tasks as agreed by the Executive Committee.

Australasian Rescue Challenge Roles and Responsibilities:

11. Chair and oversee the effective delivery of the ARC Symposium
12. In consultation with the Challenge Co-Ordinator and the Research and Education Officer oversee the formulation of the ARC Symposium and associated workshops ensuring that topics presented are contemporary, relevant, topical and importantly address the needs of our membership (agencies and individuals).
13. Monitor and consider symposium feedback for topic and speaker inclusion into future ARC's.
14. In support of the Governance and Compliance Officer, assist with the running of the ARRO booth, merchandise sales and scoring systems.
15. Assist the President in managing sponsor relationships and promotions

Time Commitment:

- 10-15 Hrs per month.
- Attendance at Executive Committee meetings and the Australasian Rescue Challenge
- The position is filled at the Annual General Meeting and held for 2 years.

Expenses:

- Should be none, but any pre-agreed out-of-pocket expenses will be reimbursed.