

Wellington Playcentre Association
EXECUTIVE JOB DESCRIPTION (Voluntary position)

VICE PRESIDENT

Place of Work	Works from home
Responsible to	Association Executive and Association Council, Administration Team
Honoraria and Expenses	As set at the annual Association Meeting
Length of Tenure	One year with a recommended maximum of three

Qualities

- Playcentre is the main source of early childhood education for Vice President's children
- Is prepared to continue training and participate in ongoing professional development
- A background of strong involvement at Centre level
- Able to work co-operatively with the other members of Association and the Administration team

Essential skills and knowledge

- Has completed Course Two *Playcentre Way*/Course Three *Playcentre Sessions*
- Able to communicate effectively – orally and in writing

Goals

- Support the Association President and Executive team members
- Assist with the smooth running of the Association administration
- Effectively support centres in administration tasks

Duties and Responsibilities

1. Chair Association meetings in the absence of the President
2. Support President – sharing workload as required
3. Assist President in liaison with outside bodies
4. Attend monthly Association Executive meetings and work as an effective member of the Executive.
5. Present written reports to Association meetings.
6. Contribute and report to an annual management plan based on the Association strategic plan.
7. Be a member of the Appointments and Review Sub-Committee and carry out the duties required of a sub-committee member.
8. Liaise with office staff, organising administration team meetings as required (minimum termly)
9. Coordinate policy review process for Association umbrella policies

Sources of Support

- Association President
- Association Treasurer
- Association Secretary
- Other Executive Members
- Office Administrator
- Administration Team

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