







## BEEKEEPERS ASSOCIATION OF THE ACT (INC)

### POSITION DESCRIPTION

### VICE PRESIDENT

The Vice-President is responsible to the Management Committee for assisting the President (as required) for the effective management of the Association. The duties of the Vice-President include:

-  Presiding over management committee meetings in the absence of President.
-  Assisting in the general conduct of Association's general meetings.
-  Assisting management committee members with their duties if requested.
-  Preparing (set-up and pull-down) the hall for the monthly meeting of the Association.

The Vice-President is an office-bearer of the Management Committee.

The Vice-President is a signatory on the Association's bank account.

Time commitment: 1-2 hours per week (including management committee meetings).