**Quirindi Show Society Inc.**

**Job Description – Senior Vice President & Vice President**

The Senior Vice President and Vice President would ideally be:

* Well informed of all organisation activities and able to provide oversight.
* Be willing to step in for the President where needed including chairing meetings.
* Be forward thinking and committed to meeting the overall goals of the Committee.
* Have a good working knowledge of the Committee Constitution, rules and duties of office bearers.
* Be able to work collaboratively with other Committee Members.
* Be able to raise concerns with the President where they arise.
* In the event of the President being unable to fulfil his/her duties to step into that role.

Specific duties may include but are not limited to:

* Chair Committee Meetings ensuring that they are run efficiently and effectively.
* Act as a signatory for the Show in all legal and financial matters as required in the absence of the President.
* Assist the President to regularly focus the Committee’s attention on matters of Show governance that relate to its own structure, role and relationship to any paid employees.
* Assist the President to work with the Committee to ensure:

1. The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee Members when required.

2. Goals and relevant strategic and business plans are developed in order to achieve the goals of the Show.

* Serve as a spokesperson for the Show when required.
* Assist the President in the development of partnerships with sponsors and funding agencies, as well as organisations that are relevant to the goals of the Show.
* Make any urgent decisions collectively with the President, Secretary and Treasurer between meetings as required.
* Assist to ensure accountability within the executive roles.