

## **Vice President**

The Winston Heights P&C define the role of Junior and Senior Vice President as follows:

- The role of Vice President (Junior and Senior) should be the understudy to the President. They should provide support and assistance to the President where required.
- They should be familiar with the P&C operations, rules and meeting procedures.
- If the President is absent, they carry out any duties that have been delegated by the President including acting as the Chair in meetings.
- One Vice President will be responsible for Flexischools (outside of Uniform Shop activities) and the other for Insurance for events being run by the Winston Heights P&C. One or both Vice Presidents will also be the Just One Thing coordinator.
- Work to ensure that all documents are logged in the P&C Dropbox.
- Check in with activity coordinators prior to an event to ensure that all necessary plans are in place, providing guidance or assistance as required.
- Generally assist all members where required.
- Aim to look beyond the role and try to ensure you are able to help the executive take the P&C into the community and promote the successes of the school.