



**41 Club**  
CONTINUED FRIENDSHIP

## JOB PROFILE

<b>JOB ROLE:</b>	Vice-President
<b>MEMBER OF:</b>	National Board

### Purpose:

To deputise for the National President and to prepare for his year of office as National President

### Responsibilities:

1. Chairman of the **Forward Planning Committee.**
2. Manage the implementation of the Objectives of the Association.
3. Deputise for the National President at National Board Meetings as Chairman ensuring Rules and Standing orders are observed and using a casting vote if required  
Deputise for the National President at National Council Meetings as Chairman ensuring rules and Standing Orders are observed and using a casting vote if required.
4. Assist the National President in managing the Association through its Board Members ensuring each one carries out his duties in line with the Job Specifications.
5. Assist the National President in taking decisions on policy in the event of the absence of relevant Officers or Committees
6. **Encourage** Community Service Initiatives at National, Regional and Club level.
7. **Encourage** and assist in charitable activities at National, Regional and Club level and to support the current Presidential Charity.
8. Represent the Association at all National and International events making presentations and speaking on behalf of the Association on policy and activities when the National President cannot attend
9. Accept where practical invitations to attend Club and Regional events, making presentations and speaking on behalf of the Association on policy and activities.
10. Liaise with Round Table, Tangent and Ladies Circle. Attend the Family Four Club Meetings
11. Promote a Round Table Family ethos.
12. Provide regular articles and notices for the National Communications Officer for inclusion in the Association Website, Newsletter and Magazine.
13. Ex-officio member of all Committees.
14. Determine the policy for his forthcoming year of office and promoting relevant initiatives agreed by the National Board.
15. Act as spokesman for the Association in the absence of the National President
16. Produce reports for the National Executive and Council Meetings
17. Carry out all reasonable requests as determined by the National Board.

**Qualifications for Office:**

Enthusiastic, have a sense of duty, carry out the role with pride, have a strong desire to ensure a successful future of the Association, and above all to carry out the role with responsibility, dedication, acceptable humour and respect for his fellow Officers.

The National Vice-President must:

1. Be a fully paid up member of a constituted club.
2. Have adequate time to carry out the role
3. Have been a member of the National Council or Board for at least a year, in another role, within the preceding 3 years.
4. Be prepared to carry out the role for a period of a minimum of three years i.e. as Vice President, President and Immediate Past President
5. Be PC literate and have internet e-mail access which is regularly checked
6. Be able to travel extensively both within the UK and Internationally
7. Have relevant experience within Table or 41 Club i.e. held an Office at Area or National level.

**Phillip Ellis & Andrew Mackereth**  
**President & Vice President**  
May 2018