

## DOG GROOMERS ASSOCIATION OF WESTERN AUSTRALIA INC.

### POSITION DESCRIPTION – VICE PRESIDENT

a: PO Box 515 Hillarys WA 6923 | e: enquiries@dgawa.com.au | w: www.dgawa.com.au



Reports to: The President/Chairman, Board, and the Members of the Association

Term: 1 Year

#### General Description

The Vice-President assists the President/Chairman in carrying out functions of the office and performs specific duties as designated to him/her.

The Vice-President is to step up to fill the role of President should the President be unable to fulfil the role, until the next scheduled Annual General Meeting.

#### Constitutional Requirements

- (b) In the event of the absence from a general meeting of–
  - (i) the President, the Vice-President must preside at the general meeting.
- (c) In the event of the absence from a Committee meeting of–
  - (i) the President, the Vice-President must preside at the Committee meeting.

#### Specific Responsibilities

- Serves as a Member of the Board and the Committee, and as such, attends all called and/or special meetings of the Board or the Committee.
- Performs duties assigned to by the President/Chairman, which includes but is not limited to, liaison to the Education sub-Committee.
- Assists the President/Chairman in the performance of his/her duties, whenever requested to do so.
- Promotes all the objectives of the association.
- Attends special or ad hoc meetings as directed by the President/Chairman.
- Represents the association before other associations or organisations.
- Works closely with the state/national associations in his/her assigned territory to encourage new, and strengthen existing relationships.
- Stands at the association representative for the State Governments' Food Fibre and Timber Industries (FFTI) and the Federal Governments' Skills Impact (ISC), by attending all general meetings, workshops and events on behalf of the association.
- Keep Association Policies, Procedures and Rules updated.

#### Additional Duties

##### Education

##### The Education Coordinator:

- Liaises with Registered Training Organisations (RTO's) and the Department of Education and Training (DET) on behalf of the association.
- Keeps up to date on all RTO's delivering Nationally Recognised Grooming courses.
- Informs committee of any changes within the department of RTO's in relation to the grooming qualifications.
- Represents the association at all RTO meetings where the attendance of the association is requested.
- Maintain an up-to-date list of Nationally Recognised International Equivalencies.
- Creates and maintains a list of FAQ's in regards to the association and education matters.

If deemed necessary by the board, these duties can be given to a sub-committee member who works in direct conjunction with the Vice President.

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#### Relationships

- Accessible to all Board, Committee and members.
- Works closely with the Board and the Committee, particularly the Marketing & Media coordinator.
- Maintains personal contact with other national, state, regional or local associations and institutions as appropriate.
- Maintains relationships with industry, government, public service organisations, press and association vendors to enhance the image of the association and the attainment of its' objectives.

#### Qualifications

- Active voting member of the association for a minimum of 12 months.
- Demonstrated leadership skills through service to the association.
- Ability to communicate effectively through written and oral form.
- Demonstrates the ability to exercise good judgement.
- Fair and impartial in relation to the association and its' matters.
- Committed to serving the common interests of the association.
- Ability to professionally represent the association.

#### Time Commitment

- Regularly scheduled meetings are bi-monthly. Two hours are allocated for all committee meetings and two hours for general meetings.
- Special meetings may be called as required.
- Preparation time is required for meetings.
- Vice- President is also required to attend all relevant ISC and FFTI meetings/functions.
- Four hours must be allocated three times per year for Industry Skills Council Meetings and functions, these events must be attended on behalf of the Dog Groomers Association of Western Australia, Inc.
- Office bearer must be prepared to spend approximately 5 - 10 hours per week on Association commitments.
- At peak times the required weekly time may increase significantly.
- Further time commitments will be required as determined.