



Position Title	Volunteer Vice President Neighbourhood Watch NT
Location	Northern Territory
Primary Objective	The Vice President needs to possess the same attributes as the President to undertake their duties including standing in for president as required. The Vice President is to provide support to the President to lead and direct to the NHWNT Board in execution of its duties.
Key responsibilities	<ul style="list-style-type: none"> • Be well informed about all the organisation activities • Ensure the board acts according to the Constitution, legislation (Act and regulations) and the duties of all office holders and subcommittees • Support the President at meetings • Support the President to: <ul style="list-style-type: none"> ○ Ensure accurate minutes are taken, endorsed and signed ○ Ensure subcommittees meet regularly and report back to the full board with their activities ○ Support the preparation of reports for the AGM including the Annual Report and audited financials • Ensure that planning and budgeting for the future is carried out • Provide regular support to the President in undertaking their duties • Support the President to manage any grievances or disciplinary matters in relation to the performance of the Board and the Office Manager • Stand in for President as required and undertake specific responsibilities as designated by the President <ul style="list-style-type: none"> ○ Including presiding over meetings if the President is unavailable • Maintain knowledge of the organisation’s Constitution and legislation (Act and regulations) which relates to all NHWNT business activities • Is a member of the Executive committee