



The Teachers' Guild of New South Wales

Established 1892

Doceo ut discam: I teach, that I may learn

ACN 000 011 138 ABN 35 000 011 138

26 November 2021

VICE PRESIDENT

ROLE DESCRIPTION - TEACHERS' GUILD OF NEW SOUTH WALES

The Vice-President will support the President in providing leadership to the Guild overall including organising the committee meeting minutes. The Vice-President will step into the President's role in their absence.

Responsibilities

- In the event that the President is unable to fulfil their duties, the Vice President will step into that role.
- Chair Committee meetings in the President's absence, ensuring that they follow an agenda and are correctly recorded with minutes being archived. The Vice President will be responsible to record the minutes for each of the council meetings scheduled.
- Provide leadership and motivation to the Teachers' Guild of New South Wales in its pursuit of the advancement of knowledge.
- Represent the Teachers' Guild of New South Wales at functions and in activities where it is in the Guild's interests to do so when the President is unable to do so.
- Actively promote the interests of the Teachers' Guild of New South Wales to senior echelons of government, business, academia and not-for-profit sectors in the community of NSW and beyond.
- In collaboration with the President and Council, contribute to the development and implementation of long-term strategic plans to ensure the future prosperity and viability of the Teachers' Guild of New South Wales.
- In collaboration with the President and Council, contribute to the development and implementation of short-term operational plans, consistent with the long-term strategic direction of the Teachers' Guild of New South Wales.
- In collaboration with the President to oversee the finances for the Teachers' Guild of New South Wales.



PO Box 649 Moorebank NSW 1875
Website: www.teachersguild.nsw.edu.au
Facebook: www.facebook.com/TeachersGuildofNSW
Twitter: @TGNSW