



<https://www.birminghambowlingassociation.com>  
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## **Birmingham Bowling Association**

### **Vice-President Job Description**

The Vice President is responsible for the coordination of the activities of the association.

### **The Vice President is required to**

- a. Preside at general or executive meetings and act as the president, in the absence of the president or when the president is unable to act in that role
- b. Act as official spokesperson in conjunction with the president
- c. Assist the president with strategies and plans for the association
- d. To assist the president and other association officers in completing their duties
- e. Be involved with responsibilities and understand the management of the association
- f. To be present at
  - a. Executive Committee Meetings
  - b. Delegates Meetings
  - c. AGM
- g. Oversee the presidential role in a view to becoming president the following year