

## Vice-President

### Role

The Vice-President's primary role is to assist the President and to take on the roles and responsibilities of the President in his/her absence. This includes chairing at those meetings from which the President is absent.

### Responsibilities

- oversee the functions of ACEA, in collaboration with the President;
- assist the President when requested;
- act as a spokesperson for ACEA, when requested, and represent ACEA to outside parties;
- perform the duties of the President in his/her absence;
- become familiar with the operation of ACEA and acquaint themselves with the duties of the President, including a working knowledge of meeting rules and procedure;
- offer to act as convenor for any sub-committees established by Executive and to undertake other tasks to reduce the burden of the President;
- look on the role as an "internship", preparing for the day when they will become the President of the Association;
- responsible for organising and coordinating the growth of ACEA by increasing and maintaining ACEA membership.