**How to be a Vice President:**

Congratulations on being elected as your group’s Vice President!

The main purpose of this role is to support the President in any decision making, fulling delegated tasks and to fill the role and duties in their absence. You are the committee and member’s secondary point of contact for advice and support.

**Key Responsibilities:**

- To deal with all incoming communications and pass these on to the committee and/or members.

- To help support the President in ensuring the aims and objectives of the activity group are met.

- In the absence of the President, you are to lead the committee and be present as chair in meetings

- See the key responsibilities document for the President and negotiate what areas you can assist with

- Help direct other committee members to any key links or pages they will need to effectively do their role, advising them along the way when faced with any confusion or issues

- Be the line of contact for other committee members to relay their concerns or unhappiness to feed this back to the President