

Vice President

About This Document

This **role description** was compiled primarily to inform **occupants**, and **prospective occupants**, of the above-named role of the **scope**, **duties** and **responsibilities** of the role. Additionally, it can inform **fellow members** of AusAPT's Management Committee and other interested parties.

This role description draws from AusAPT's **Constitution** and from the **NSW Fair Trading [Management Committee page](#)**.

This document was last revised on **11 October 2022**.

AusAPT

The Australian Association for Psychological Type Inc ([AusAPT](#)) is a membership association incorporated in New South Wales under the *Associations Incorporation Act 2009*, administered by [NSW Fair Trading](#).

AusAPT has members across Australia and offshore. AusAPT is managed and run by volunteers.

Management Committee

The **Management Committee** is AusAPT's governing body or board. It is comprised of **office bearers** and **regional representatives** who each serve for a term of approximately two years.

The office bearers are **President**, **Past President**, **Vice President**, **Secretary** and **Treasurer**.

The **regional representatives** currently represent AusAPT members in the following regions:

- New South Wales and Australian Capital Territory
- Victoria and Tasmania
- Queensland, Western Australia, South Australia and Northern Territory
- locations outside Australia.

The Management Committee is **chaired** by the President. All members of the Committee have **equal voting rights**. Management Committee meetings are usually held **online**. The Constitution requires the Committee to meet at least three times a year: currently, it meets every two months, or as otherwise required.

Role-Specific Responsibilities

The **Vice President** deputises for the President as required, and supports the President generally.

If the President is absent, the Vice President presides at meetings of the **Management Committee** and at **general meetings** of members. When presiding, the Vice President has a second or **casting vote** in the event of equality of votes on a question.

By agreement with the President, the Vice President may oversee specified areas of AusAPT's **operations** or major **projects**.

Collegiate Committee Responsibilities

In addition to the specific functional responsibilities outlined above, this role also shares with fellow members of the Management Committee a range of responsibilities under the Act, including:

- ensuring all Association documents in their possession are delivered to the Public Officer within 14 days after vacating office
- ensuring that the register of Committee members contains all the required particulars
- disclosing an interest in a matter that conflicts with the performance of their duties
- ensuring information obtained as a Committee member is not used dishonestly
- ensuring their position as a Committee member is not used dishonestly
- carry out his or her functions for the benefit of the Association and with due care and diligence
- appointing a Public Officer and ensuring that any vacancy is filled within 28 days
- appointing additional authorised signatories and removing such appointments
- ensuring that annual general meetings are held within 6 months after the close of the financial year
- ensuring minutes and financial records are kept and financial statements prepared in accordance with requirements
- lodging an annual summary of financial affairs within one month of the Association's AGM
- ensuring that the Association's full name appears on all official documents and publications
- ensuring that the Association does not incur debts that are not expected to be repaid
- ensuring that the Association does not do any act with intent to defraud
- ensuring that any document addressed to the Association is brought to the attention of the Committee
- complying with any additional duty set out in the Constitution.

Appointment Process

Appointments to this role are made by **nomination** or, in the event of a casual vacancy, by a **resolution** of the Management Committee.

The terms of this and other Management Committee roles begin and end at the **annual general meetings** in alternate (even-numbered) years. As AGMs may be held at any suitable date between July and December, the terms may be more or less than two years.

Prior to the AGM, **nominations** are invited from AusAPT members. In the (rare) event of more than one nomination for a role, a **ballot** of members is held. The appointment of nominated or elected Management Committee members is formalised by a **resolution** at the AGM.

If a Management Committee member resigns or otherwise leaves their role before the end of their term, the remaining members of the Management Committee may fill the **casual vacancy** by way of a resolution.