



**The Vietnam Veteran's Association of Australia  
South Australia Branch Incorporated**

**Job Description**

**The State Vice President(s):**

*General*

The State Vice President(s) is essentially the State President's understudy and shall provide essential support to the President and to other members of the State Executive and Committee as required.

*The State Vice President(s) shall:*

- Become familiar with the Associations Constitution, Procedures and Policies in order to substitute for the President at any given notice.
- Provide day to day support and assistance to the President.
- Deputise for the President in his absence in chairing meeting and carry out duties have been delegated to the President.
- Act as the chair for sub committee meetings as required.