



Mountain District Ladies  
Tennis Association Inc.  
Reg: 0020766V

## POSITION DESCRIPTION

**TITLE:** Vice President

**ROLE:** The Vice President's role is to support the President and where necessary, step into the President's role.

**DUTIES:** Include assisting the President where required and co-ordinate the pennants and trophies for the presentation luncheon.

### DUTY LIST:

MONTH	TASKS
<b>August (Post-AGM)</b>	<ul style="list-style-type: none"><li>• Attend AGM.</li><li>• Attend meeting with new Executive Committee.</li><li>• Organise trophies &amp; pennants for luncheon.</li></ul>
<b>September</b>	
<b>October</b>	<ul style="list-style-type: none"><li>• Attend Executive Committee meeting re: Luncheon - pennants/trophies, raffle prizes, raffle tickets, seating arrangements, photographer.</li></ul>
<b>November</b>	<ul style="list-style-type: none"><li>• <b>Winter Season Luncheon</b></li><li>• Organise trophies &amp; pennants for luncheon</li></ul>
<b>December</b>	
<b>January</b>	
<b>February</b>	<ul style="list-style-type: none"><li>• <b>Summer Competition begins</b></li></ul>
<b>March</b>	
<b>April</b>	<ul style="list-style-type: none"><li>• Attend Executive Committee meeting re: Luncheon - pennants/trophies, raffle prizes, raffle tickets, seating arrangements, photographer.</li></ul>
<b>May</b>	
<b>June</b>	<ul style="list-style-type: none"><li>• <b>Summer Season Luncheon</b></li></ul>
<b>July (Pre-AGM)</b>	<ul style="list-style-type: none"><li>• <b>Winter Competition begins</b></li></ul>

**Please Note:** \* Vice President doesn't need to attend Match & Permit meetings unless the President can not attend.