



**QUEENSLAND INFORMATION CENTRES ASSOCIATION (QICA)
MANAGEMENT COMMITTEE MEMBER
POSITION DESCRIPTION**

Position Title: Vice President

Updated: August 2021

Objective of Position:

(The purpose(s) of the job)

To provide support to the President and assist where required in providing leadership of the QICA executive committee and projects and maintain QICAs high standard of professionalism in all aspects of the role.

Key Responsibilities and Duties

(The duties or tasks performed to achieve the position objectives)

1. Provide leadership for the Executive Committee and QICA members in the absence of the President
2. Chair teleconferences where the president is not available
3. Represent QICA on TEQ VIC Signage Committee and QTIC Associations Committee and any other committees/conferences/workshops as directed by the QICA Executive where the President is not available to do so, or were delegated.
4. Provide assistance and feedback on all activities undertaken by the Executive.
5. Provide hands on assistance at annual conference and VIC of the Year awards eg MC, Welcome, presentations as delegated by the President.
6. Liaise and assist all Executive members as required.
7. Attend QICA Management Committee meetings/teleconferences; contribute to discussion, decision making process and projects