



AFS Intercultural Programs Australia

Statement of Duties

Position: Vice Chair - State Committee

General statement

It is the role of the Vice Chair to forefill the duties of chair when the chair is unable.....

- ☞ Chair regular meetings of the Committee
- ☞ Assist the Committee Secretary with the preparation of Agendas and Minutes for Committee Meetings
- ☞ Liaise with the AFS Australia CEO on a regular basis
- ☞ Foster an environment at Committee Meetings that encourages open and active participation by all Committee Members
- ☞ Ensure that as and when appropriate the view of the volunteers within the state are canvassed
- ☞ Ensure that any general information provided to the State Committee is circulated to state branch members
- ☞ Help develop and support the work of volunteers in the state
- ☞ Liaise regularly with the AFS State Coordinator.