

## **Draft CANI Job Description for Volunteer Post**

### **The Post: Vice President**

- 1 Main purpose of this post is to provide support for the president as a figurehead for the organisation especially with respect to governance; advocacy and public relations.
- 2 This person is responsible to:
  - a. CANI President and members
- 3 Responsible for:
  - a. Assisting in the overseeing the running and well-being of CANI, policy formulation and strategic development.
  - b. Assisting in providing a figurehead to attend high prestige events and occasions and represent the CANI committee and members
- 4 The post is elected for a period of 2 years with the option to be selected for further office.
- 5 The duties that are involved in the job are:
  - a. Assisting in providing motivation for members of sub groups and committees.
  - b. Assisting in providing leadership
  - c. Assisting in being a recognised point of contact and acting as an ambassador for the sport of canoeing;
  - d. Assisting in providing support and advice on gaining funding.
  - e. Assisting in being the Association figure head
  - f. Attend CANI Council meetings (Bi-monthly).
  - g. Other relevant duties as may be reasonably requested to ensure the efficient and effective working of CANI.
- 7 The rewards or benefits.

There is no remuneration for this post – however direct out of pocket expenses are payable for travel and subsistence.