

YOUTH WORK NSW

ROLE DESCRIPTION – DEPUTY CONVENOR

Position Title: Deputy Convenor

Position Summary:

The role of the Deputy Convenor is to assist the Convenor and deputise when they are unavailable.

Reports to: Convenor, Executive Committee

Attributes:

- a person who can develop good relationships internally and externally
- committed to meeting the overall goals of the association
- able to work collaboratively with other Committee Members
- a good listener and attuned to the interests of members and other interest groups
- a good role model and a positive image for the association in representing the Committee in other forums
- a competent public speaker

Duties may include (but are not limited to):

- Developing a good working relationship with the Convenor
- Having a clear understanding of both roles (Convenor and Deputy Convenor) to ensure that duplication or confused direction does not occur
- Chairing Committee Meetings and General Meetings when the Convenor is unavailable
- Having a good working knowledge of the Committee Constitution, rules, and duties of office bearers
- Being well informed of all Association activities