



**School Library  
Association**  
OF NEW SOUTH WALES

### **Role Statement: Vice President – Operations (VPO)**

The Vice President - Operations is responsible for the coordination of the operational activities of the Association and will work with the Vice President – Professional Learning (VPPL) to:

1. preside at general or executive meetings and act as the President in the absence of the President or when the President is unable to act in that role;
2. act as official spokesperson in conjunction with the President;
3. be an alternate signatory for the Association for legal purposes and financial purpose;
4. assist the President in deciding which matters are dealt with by the office bearers, the Management Committee, or delegated to subcommittees; and
5. assist the President with strategies and plans for the Association.

The specific responsibilities of the Vice President - Operations involves overseeing the management of the Association's operational infrastructure, including:

1. administrative staff in collaboration with the President;
2. membership database and membership join/renewal processes;
3. website and social media accounts and associated subcommittees;
4. publications and associated subcommittees;
5. partnerships and sponsorships; and
6. collaborating with the VPPL to ensure that the Association's professional learning programs are supported by operational infrastructure and administration.