



VICE PRESIDENT POSITION DESCRIPTION

Reports to

- The President, Annual and Committee Meetings of CABBI, in addition to all CABBI Members

Primary Role

The Vice President primary role includes but is not limited to

- To support and assist the President in execution of the management of CABBI
- Provide Strategic leadership of CABBI by working with the members and the Committee's to establish long-range goals, strategies, plans and policies
- Plan, develop, organise, implement, direct and evaluate the organisation's fiscal function and performance
- Be the spokesperson for CABBI and work to maintain key relationships within and outside of CABBI
- Assist in making the major CABBI decisions, managing the overall operations and resources of CABBI
- Act as a point of communication between CABBI members and the local community

Responsibilities and Duties

- To present the interests of CABBI to the broader community, including CABBI's services, programmes and events
- Assist in setting the policies and strategic direction of CABBI, both for the near term and the foreseeable future
- To ensure that CABBI benefits its members by following its mission, policies and agreed procedures while being profitable
- To assist CABBI's Office bearers and Committee members to fulfil their responsibilities for CABBI's governance and success
- To plan, organise and carry out the responsibilities associated with the role of Vice President
- To strategically assist in the co-ordination of CABBI's Members and committee, by ensuring the tasks and expectations are clearly defined, reasonable, and the Societies Members share an appropriate interest and skill, consistent with the allotted roles

- Preside at all meetings and/or functions when the President is not available, and step up into the President position when the President is away for extended leave
- Ahere to CABBI's and The Gallery's constitutional responsibilities
- Attend all CABBI meetings and Gallery Meetings, as well as nominated sub committees as required
- Approve relevant documents, including documents relating to the organisations finances
- Agree to fulfil management delegations
- To be a active in public representation of CABBI in the media and social media platforms
- Return all documents processes, belonging to the Association, to the public officer within 14 days after vacating office
- Comply with any additional duty set out in CABBI's constitution
- Oversee the provision of additional authorised signatories and the removal of signatories where necessary

Requirements for the role

The Vice President should be

- A Financial Member of CABBI
- A Practicing Artist or Craftsperson
- A resident in Bateman Bay or Eurobodalla Shire
- Possess organisational and strategic skills or experience to further the development of CABBI
- Have affiliations with other community or business organisations in the Shire
- In possession of a current Driver's licence
- To assume the President's duties in the absence of the President

Creative Arts Batemans Bay Inc

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Updated June 2026