

COASTN Committee Vice Chair

Position Summary

The Committee Vice Chair is a voluntary, non-remunerated position that supports the Chair in providing leadership and governance for COASTN. The Vice Chair works collaboratively with Committee members to support the effective operation of the Committee and contributes to achieving the organisation's goals and strategic direction.

Key Responsibilities

Support and assist the Chair in their duties and responsibilities.

- Act on behalf of the Chair when required.
- Contribute to Committee discussions, planning, and decision-making.
- Assist with Committee projects, initiatives, and events as required.
- Promote a positive, collaborative, and professional Committee culture.
- Undertake additional duties as delegated by the Chair.

Time Commitment

- Attendance at two face-to-face Committee meetings.
- Attendance at approximately four to five after-hours Zoom Committee meetings annually.
- Attendance at the Annual General Meeting (AGM).