



Position Description – Senior Vice President

Position Title of Supervisor	Association President
Name of Supervisor	Refer to ASPA Executive list

1. Objective of Position

The Senior Vice President is elected by the members to support the President. In the absence of the President, the Senior Vice President assumes the role of President. The Senior Vice President is a Council and Executive member.

2. Organisational Relationships

- (i) **Position Title of Supervisor**
Association President
- (ii) **Position Titles which also report to Supervisor**
Association Treasurer
Vice President Education
Vice Presidents – Victoria, NSW, Tasmania
Executive Officer
- (iii) **Position Titles that report to this position**
None

3. Organisational Context of Position

The Australian Ski Patrol Inc (ASPA) is a national volunteer organisation whose purpose is to serve the public in the rescue and first aid treatment of injured visitors to alpine areas; to promote awareness safety and establish safety standards in Australian Alpine Areas; provide first aid training and examination courses for and on behalf of its members.

This position is one of eight (8) elected Committee Members. Elected Committee Members are elected for a period of one (1) year at the Annual General Meeting of the Association. All elected positions are eligible for re-election.



4. Key Accountabilities

- a. Represent the President in any or all of the President's duties should the President be unable or unavailable to complete the duties;
- b. Prepare submissions for various awards for the Association or its members
- c. Annually review Organisational Charts and Position Descriptions to ensure they are correct and up to date;
- d. Oversee the implementation of the Customer Complaints, Grievances and Appeals Policy to ensure consistent and fair appeals process;
- e. Complete internal audit of ASPA's compliance with the Standards for RTOs and report to the President annually.