

Constitutionally, it is the duty of the Vice-president to:

- provide support for the President
- replace the President as senior officer and Chairperson if the President is unable to fulfil that task from time to time

Monthly duties:

- support executive members
- assist with monitoring social media platforms

As per required:

- maintain correspondence with internal and external stakeholders relating to:
 - a. advocacy
 - b. professional development for members
 - c. events and member meetings
 - d. member queries, complaints, suggestions
 - e. newsletters, social media
 - f. affiliated associations (e.g. JCQTA, QAAE)
- seek opportunities for association development to ensure members receive 'value for money' and positive engagement with association
- representation for curriculum and syllabus related events
- support executive officers
- consult with the executive about events, ideas, planning, professional development
- professional development

Additional

- Attending meetings for JCQTA & QAAE
- Checking executive email account
- seek sponsorship opportunities with the support of the executive

Extra duties

- Events: set up, presentation where applicable
- Membership: renewal, functionality, communication, invoicing, manual additions as required
- Resources: development, production, distribution for members
- Digital communication and storage: establish procedures, file maintenance, storage organisation
- Conference team: meetings, communications, presentations, scheduling, set-up, resources
- assist to monitor QATA social media accounts, responding to queries/requests via email.