

Vice President

Role Description

Role Purpose

The Vice President supports the President and District Secretary in ensuring Dorset NEU runs smoothly, democratically and effectively. The role involves assisting with chairing responsibilities when required, helping maintain strong district governance, and contributing to leadership, coordination and representation across the district.

Key Responsibilities

1. Support to the President

- Act as deputy to the President and chair meetings in their absence.
- Support the President in ensuring meetings run fairly, efficiently and in accordance with NEU rules and standing orders.
- Assist in ensuring democratic debate is inclusive, respectful and well-managed.

2. Leadership & Coordination

- Work with the President and District Secretary to help plan agendas and ensure district business is completed effectively.
- Support the coordination of district officers, encouraging collaboration and shared responsibility.
- Assist with oversight of district activity, ensuring decisions are implemented and follow-up actions are completed.

3. Representation

- Represent Dorset NEU at events, conferences, or formal occasions when the President is unavailable or when delegated.
- Act as an ambassador for Dorset NEU, promoting the district's values, priorities and achievements.

4. Governance & Integrity

- Help ensure Dorset NEU operates in line with democratic processes, NEU rules and best practice.
- Provide support and advice where procedural questions arise in meetings or officer work.
- Promote transparency, fairness and inclusion in all district activity.

5. Supporting Positive District Culture

- Contribute to a collaborative, respectful and member-focused culture within Dorset NEU.
- Support officers and reps by being approachable and helpful with queries or concerns.
- Encourage wider member participation and engagement across the district.

6. Collaboration

- Work closely with the President, District Secretary, Treasurer and all other Dorset NEU officers.
- Liaise with the Regional Office where appropriate.
- Help ensure smooth transitions between officer roles during elections or periods of change.

Skills & Attributes

- Strong communication and interpersonal skills.
- Fair, calm and confident approach to chairing or supporting meetings.
- Understanding of NEU structure and democratic processes (or willingness to learn).
- Reliable, organised and able to take on leadership responsibility when needed.
- Commitment to NEU values of democracy, equality and collective organisation.

Time Commitment

- Attendance at Dorset NEU district meetings and the AGM.
- Occasional chairing duties when the President is absent.
- Additional preparation or representation time as required.