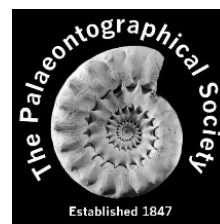


Role Description - Vice President



There are two Vice-Presidents and they are often previous long-standing members of Council, for example former editors, or someone who has significant experience with another palaeontological organisation. The term of the Vice-President is for two years.

Duties and responsibilities

- Attend all Council meetings (3 per year)
- Deputise for the President and Secretary if either are unavailable
- Chair and co-ordinate one of the prize committees either for the Richard Owen or Edward Forbes award
- Assist the President and Secretary with setting the agenda for Council meetings and following up matters arising
- Chair working parties developed for special projects
- Advise and assist with the procedural governance of the Society
- Assist in writing any new procedures/processes for the Society