# Duty statement—Vice President

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| Main responsibility | * To take on any of the presidential duties when the president is, for reasons of illness or alternative commitments, unable to do so. |

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| Regular activities |  |

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| Annual or ad-hoc activities | * Act as interim president until a new one is elected. * Hand over any relevant records to the incoming Vice President * In the absence of the Treasurer, receive any money, deposit the money, issue receipts and hand over the records to the Treasurer at the earliest convenience. |

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| Contact for advice | * President |

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| Back-up if unavailable | * Other Vice President |