**JOB DESCRIPTION: DEPUTY EXECUTIVE DIRECTOR**

**Title:** Deputy Executive Director

**Reporting to:** Executive Director

**Appointed by**: Annual General Meeting

**Duties and responsibilities:**

* To deputize for the Executive Director in the absence of that officer
* To attend the Management Board meetings
* To record and publish minutes of Management Board and Annual General Meetings
* To monitor Management Board compliance with the WCU Constitution, and to bring any omission to the notice of the Executive Director

The role of Deputy Executive Director is really just to act as stand-in for the Executive Director when he is unavailable. It can also be seen as analogous to that of a Company Secretary in a commercial enterprise, ensuring that legal protocols are complied with.