

## **ROLE DESCRIPTION - VICE-PRESIDENT**

### **Club (Bylaw) Responsibilities**

1. As a member of the Board of Directors, manage or supervise the management of the affairs of the Club and exercise all powers of the Club.
2. Fulfil the duties of the president in his/her absence, and any other responsibilities deemed necessary by the Board of Directors.
3. With the president and the treasurer, prepare a budget for the forthcoming year for approval by the Board of Directors prior to presentation to the membership at the annual general meeting.

### **Reporting Relationships**

Accountable to the Board of Directors and members of the Club.

### **Position Purpose**

To further the mission of the Club in keeping with the constitution and bylaws, policies, procedures and the strategic plan of the club.

### **Key Responsibilities and Duties**

1. Review the Club's constitution and bylaws, policies, and procedures.
2. Chair meetings of the Board of Directors and annual and general meetings in the absence of the president.
3. Normally, stand for election as President on completion of the term of office of the President.
4. Act as mentor to directors-at-large and other new members of the Board of Directors.

### **Scope**

The Vice-President assumes the duties of the President when required.

## **Tasks**

1. Attend and contribute to meetings of the Board of Directors.
2. Fulfill duties of the President in the absence of the President.
3. Serve on Committees as appropriate.
4. With the President and the Treasurer, prepare a budget for the next fiscal year for approval by the Board of Directors and for presentation to the membership at the Annual Meeting.
5. Assist with other duties as requested by the President or the Board of Directors.