

Position Role	<i>Vice - President</i>
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Position Purpose

To provide leadership to the Board, the vice president's role starts with the fundamental job responsibilities of a manager. These are the basic oversight responsibilities of anyone in an Association that functions in a leadership capacity and provides guidance to the Board and Association members.

Duties and Responsibilities

The Vice - President is responsible for doing, or making the necessary arrangement for, the following;

- The Vice-President is the vice-chair of the Board and is responsible for carrying out the duties of the President if the President is unable to act.
- To chair Board and General meetings in the absence of the President.

Additional Information

- The role of Vice - President is an Executive position and acts as part of the Board of Directors. The Executive shall be appointed by the elected Directors and as all positions, a non-paying role.
- The member elected or appointed as Director must either give written consent to be a Director or be present at the meeting and not refuse to be a Director.
- The role of Vice - President is a two (2) year term. The term of office commences and ends at the date of the Annual General Meeting.
- The member elected or appointed must be prepared to spend the necessary time to further the objectives of the Association.
- Upon the expiration of their terms, all Directors must turn over to the Board all monies, books, and papers belonging to the Association.
- Each Board member shall review the agenda and supporting documents prior to the meeting.
- Each Board member shall act honestly, in good faith, and be available for tasks and duties that serve the best interests and functions of the Associations and the business community.
- Each Board member shall take an active role on the Board through participation in projects and committees.
- Each Board member shall promote the Association membership and its activities.