



POSITION DESCRIPTION

- Title:** **Vice President**
- Authority:** The Vice President is a member of the Board of Directors and the Executive Committee. General responsibilities and authority includes the interpretation of the Bylaws, responsibility for the trusteeship of the wellbeing of the Society, responsibility for policy development, and ensuring the efficient and sustainable operation of the Society.
- Term:** The **term of office** will be two (2) years and such elections will be staggered. The Vice President will be elected in even numbered years.
- General Board Duties:**
- Attend all Board of Directors, Executive and/or General Meetings.
 - Be familiar with the Society Bylaws and Policy and Procedures.
- Position Duties:**
- Assist the President and act in the place of the President, if for some reason the President is unable to discharge their duties.
 - Have charge of the Divisional Directors and their various committees and volunteers.
- Qualifications:** Must be a member of the society, in good standing.
Must pass a Police Information Check.
- Skills:**
- ~ Ability to speak in front of groups
 - ~ Able to chair meetings
 - ~ Have strong organizational skills