

Vice President Duties & Responsibilities

- Commits to the vision, mission, and values of the Society
- Work to become familiar with all duties that are performed by the President
- Perform the duties of the President due to absence or temporary inability to serve
- Endorse the learning curve required to function in the role of Vice President
- Accept duties and responsibilities delegated by the President
- Engage with new board members to support onboarding and provide mentorship as needed
- Accept mentorship from the Past President
- Be prepared to serve a future term as President
- Support the President, Board, Executive Committee and Executive Director in all operational and governance matters
- Support Society projects
- Chair at least one standing committee and be a resource to Ad Hoc Committees
- Assist with compilation of Agendas for Executive Committee and Board Meetings
- Research applicable grants and potential monetary donations
- Attend public meetings and personal invitations with ED and or President
- Network with volunteers in the organization to expand knowledge of Board activities
- Acts as a signing officer for the Society
- Serve as a member of the Executive Committee
- Prepare position reports for monthly Board meetings and for the Annual General Meeting