

# Position Description – Vice President



**Reports to:**  
President &  
Board



**Meeting  
Attendance:**  
Monthly or as  
scheduled



**Length of  
Term:**  
2 Years

## ***Position Overview***

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The Vice President provides support to the President and acts in their stead where required.

## ***Role & Responsibilities***

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- ✓ In the event of the President being unable to fulfill his/her duties to step into that role.
- ✓ In the absence of the President, chair board meetings ensuring that they are run efficiently and effectively.
- ✓ Assist the President in deciding which matters are dealt with by the board or delegated to subcommittees.
- ✓ Other duties as nominated by the President and/or board.

## ***Skills & Requirements***

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- ✓ Undertake the role in good faith and honesty, always acting in the best interest of the District.
- ✓ Attend District Board meetings.
- ✓ Must hold a valid Working with Children Check
- ✓ Reasonable level of computer literacy
- ✓ Is a supportive leader for all members.
- ✓ Able to chair District Board meetings.
- ✓ Unbiased and impartial on all issues.
- ✓ Receptive to change.

## ***Review of Charter***

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- ✓ The Vice President & Board will conduct an annual review of this Position Description to ensure they remain consistent with the district's strategy, objectives, and responsibilities.