



## **CLUB INCLUSION**

### **Job Description: BOD Vice President**

#### **Accountability**

The Vice-President is an executive and voting member of the Board of Directors of The Club Inclusion (The Club) and is to be appointed in a manner consistent with the bylaws. He/She serves and is accountable to the Board of Directors of The Club and is responsible for the duties of the President/Chair in his/her absence per the following:

#### **Authority**

- The Vice-President has no formal authority to direct the Board or the affairs of The Club, unless otherwise authorized. Like other Board members, the Vice-President is entitled to make motions and vote on matters before The Club.

#### **Time Commitment**

Varies, however the Vice-President is expected to attend regular Board Meetings and may be asked to do any of the following: prepare for Board meetings, participate in committees and attend special events from time to time.

#### **Term of Office**

As deemed by The Club's bylaws

#### **Responsibility**

The Vice-President acts in the absence of the Chairperson/President and ensures he/she learns the duties of the Chairperson/President and keeps informed on key issues.

#### **Principle Duties**

In addition to the duties of every Board member, the Vice-President is responsible for:

- Carry out special assignments as requested by the Chair/President

### ***Secondary duties***

- Prepare recommendations for Board consideration
- Be available to the executive director for consultation purposes
- Represent The Club at community meetings and events

### **Qualifications**

- A commitment to, and a clear understanding of the vision, mission and strategic directions of The Club
- Knowledge of meeting procedures, governance policies and by-laws of The Club
- Ability to fulfill the role of Chair/President
- An ability to commit the time required to fulfill the responsibilities described

### **Evaluation**

Performance is evaluated annually in the context of the evaluation of the whole Board and is based on the effectiveness of carrying out of duties and responsibilities outlined herein.

Name:	Signature:
Date:	

### **On Behalf of the Board:**

Name:	Signature:
Date:	